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IDENTIFIERS	Australia; ERIC; *National TAFE Clearinghouse (Australia)

ABSTRACT

This abstract journal contains abstracts of documents dealing with secondary and postsecondary technical education that are available through the Australian Technical and Further Education (TAFE) Clearinghouse system. The abstracts contained in this journal are from the following broad categories: traditional discipline curriculum subjects; vocational and professional curriculum subjects; educational facilities; educational history; educational management; educational philosophy, policy, and development; educational planning and administration; educational psychology; educational research; educational systems and institutes; schools; higher education; adult education; continuing, community, and mass education; education on specific categories of students; library and information services; students; teaching; teaching materials and equipment; and the teaching profession. Following the same format as the Educational Resources Information Center (ERIC) abstract journal, Resources in Education (RIE), this TAFE abstract journal contains information on the publication data and accessibility of each document as well as descriptors and identifiers taken from the ERIC Thesaurus of Descriptors. A subject index, an author index, and information for ordering the TAFE documents follow the abstracts. (The first issue of this journal is available separately--see note.) (MN)

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Vol. 1 No. 2 1980
TD 192-354

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Initiatives in Technical and Further Education

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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National TAFE Clearinghouse
Australia

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Australia, December, 1980

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STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 89 7100

New South Wales TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box K638
Haymarket 2000 (02) 219 9365

Northern Territory TAFE Clearinghouse
Department of Education
P.O. Box 4821
Darwin 5794 (089) 80 4469

Queensland TAFE Clearinghouse
Division of TAFE
P.O. Bag 3
South Brisbane 4101 (07) 44 0270

South Australian TAFE Clearinghouse
Department of Further Education
P.O. Box 2352
Adelaide 5001 (08) 227 4299

Tasmanian TAFE Clearinghouse
Library Services Branch
C/o State Library of Tasmania
91 Murray Street
Hobart 7000 (002) 30 2507

Victorian TAFE Clearinghouse
Technical Education
Education Department
Level 14
Nauru House
80 Collins Street
Melbourne 3000 (03) 651 0694

Western Australian TAFE Clearinghouse
Technical Education
Education Department
36 Parliament Place
West Perth 6005 (09) 321 8445

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd.,
296 Payneham Road
Payneham 5070 (08) 42 7150

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November, 1978. Six State and two Territory Clearinghouses are linked together by the National TAFE Clearinghouse. These Clearinghouses are responsible for accessing documents and distributing copies of documents in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into a hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also. Thus the Australian TAFE Clearinghouse system provides a unique opportunity for teachers, administrators and researchers to be aware of current happenings in technical and further education.

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis and to related overseas documents
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. lecturers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials (new and amended)
- Tests, questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted. Separate indexes covering "research in progress" are being compiled by the States and Territories. These indexes are being listed as single entries in the National TAFE Clearinghouse system.

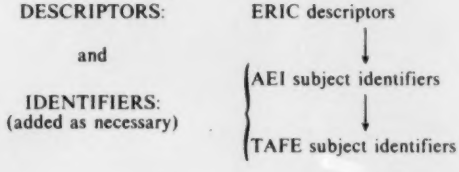
SOME TECHNICAL FEATURES OF THE SYSTEM

Methods of Searching

Of the data bases located in the AUSINET system, two contain information which is relevant especially to technical and further education; these are ERIC and the Australian Education Index data base (AEII). It is possible to search both the ERIC and AEII data bases manually and on-line. The manual method requires reference to Resources in Education (RIE) and to the booklet *Initiatives in Technical and Further Education* or to the *Australian Education Index*. The on-line method involves searching the ERIC and AEII data bases located in AUSINET. TAFE entries in AEII can be identified by selecting on the formatted field "Clearinghouse = TAFE". As well, TAFE document entries can be located by searching for specific accession numbers; these are identifying numbers assigned to documents by the State Clearinghouses and by the National Clearinghouse. A sample AUSINET computer print-out is shown on page 53, as is a chart summarizing methods of indexing and searching common educational abstract documents.

ERIC Descriptors and Subject Identifiers

The TAFE information has been accessioned using the following range of terms, all of which are used in the compilation of the subject index:



Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Thesaurus of ERIC Descriptors*, which constitutes an authority list of broad, narrow and related terms applied to the field of education. It is sometimes necessary to make some changes so that terms conform to Australian usage. The Australian Council for Educational Research (ACER) continually modifies the list of ERIC descriptors during the formation of the Australian Education Index publications; additional modifications are made to suit the particular requirements of the TAFE data base.

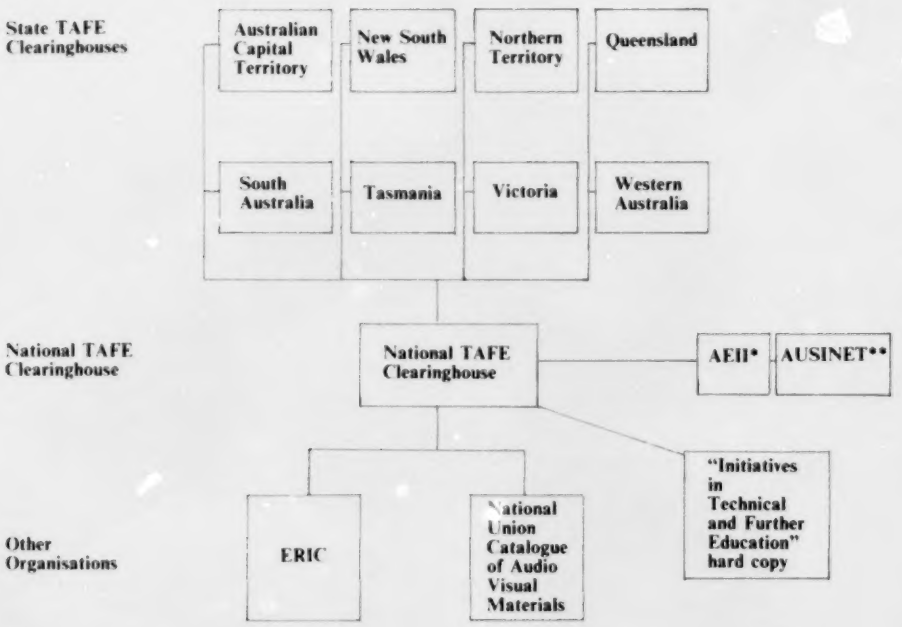
Identifiers

Also, terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the ERIC Thesaurus and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the subject index in this publication.

Links with Overseas Institutions and Other Clearinghouses

Contact has been made with a number of overseas clearinghouses and educational organisations. Below is a diagrammatic representation showing the National TAFE Clearinghouse in relation to the overseas institutions which have expressed interest in maintaining formal links. The diagram illustrates also the connection of the State Clearinghouses, as well as the position of National TAFE Clearinghouse in relation to AUSINET, and the ERIC and AEII data bases.

TAFE AND OTHER CLEARINGHOUSES DATA BASES



*Includes TAFE Clearinghouse entries

**17 data bases, including ERIC and AEII

USERS OF THE SYSTEM

HOW TO CONTRIBUTE

Persons can contribute to the Clearinghouse by filling in a "TAFE Clearinghouse Accession Form" and forwarding it, together with one copy of the submitted document, to the appropriate TAFE Clearinghouse. Accession forms are available from the State or Territory TAFE Clearinghouse. A sample accession form is located at the back of this booklet.

REQUESTS FOR DOCUMENTS

Once a particular document has been located by either an on-line or manual search, requests for documents must be forwarded to the State or Territory from which the document originated. A photo-reduced sample of a document request form is to be found on page 56 and a list of addresses of TAFE Clearinghouses is given on page v. Persons wishing to request a document can obtain a document request form from the appropriate State or Territory TAFE Clearinghouse or possibly from a TAFE College. Copies of documents will be supplied to libraries of educational institutions. Students and staff of these institutions should approach the library rather than the Clearinghouse. Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

Search Requests

Some TAFE Clearinghouses are able to offer a reference service whereby searches are made for TAFE documents about nominated topics. As not all Clearinghouses may offer this service, persons interested in having a search conducted would need to enquire about the possibility from the appropriate State or Territory Clearinghouse.

HOW TO USE THIS BOOKLET

Types of indexes

One can search for particular types of projects by using the following indexes:

- broad subject category index
- author index
- subject index

The last index contains ERIC descriptors and AEI and TAFE subject identifiers mentioned on pages ix and x of the introduction.

Broad Subject Category

This index consists of a number of broad subject categories under which are grouped documents belonging to the particular categories. For example, under the heading "Curriculum Subjects—Vocational and Professional" will be found one or more accession numbers of documents having subject matter which is encompassed by the Broad Subject Category.

Example

Curriculum Subjects—Vocational and Professional

TD1 TD7
TD3 TD19
TD4

Having found the accession number(s) of the document(s) in which you are interested, turn to the Document Entry section which begins on page 1. Here you will find details of each item. Documents in the Document Entry section are listed in accession number order. A sample of a document entry and an explanation of terms appears on page xii.

Author Index

Consult this index if you know the name of the author of the document you are seeking.

Example

Hocking H—TD 198

The accession number directs you to item 198 in the Document Entry section.

Subject Index

If you know the subject matter of the project for which you are searching, or if you wish to learn which items are available on a subject in which you are interested, look under the name of the subject in the Subject Index. Subjects in this index are arranged in alphabetical order. Each entry consists of the accession number of a document.

Example

Postsecondary Education

TD309 TD341
TD337

The accession numbers 309, 337 and 341 enable you to turn to the relevant entry in the Document Entry section, where the items are listed in accession number order.

SAMPLE OF A DOCUMENT ENTRY

TD 1
State Clearinghouse: NSW 1-1
Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education 1979, 80p.

Access: Hard Copy
Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—stands for "TAFE document."

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse.

Source for obtaining document—These letters specify the particular State or Territory Clearinghouse (in this instance, NSW stands for New South Wales).

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination.

Access—This specifies the type of copy available:
"M-fiche" means microfiche,
"Hard Copy" means paper copy, and
"Interlib" means inter-library loan.*

Price—The information listed is either:
"Actual Price",**
"Available on Request",
or "Free".

Descriptors—These are subject terms which characterize substantive content. They are assigned from the *Thesaurus of ERIC Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the ERIC Thesaurus. Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarizes the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

**This is a statement of cost at date of publication.

BROAD SUBJECT CATEGORY INDEX

Each document entry is uniquely classified under one broad subject category. Document entries are also classified using a subject index (see page 43). This enables users to narrow down their search to a more limited range of documents.

• Curriculum

TD 224 TD 284
TD 236 TD 300
TD 238 TD 346

• Curriculum Subjects—Basic

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TD 289 TD 293

• Curriculum Subjects—Traditional Disciplines

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• Curriculum Subjects—Vocational and Professional

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• Educational Facilities

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• Educational Management

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• Educational Personnel

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• Educational Philosophy, Policy and Development

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• Educational Planning and Administration

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• Educational Psychology

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TD 227 TD 245
TD 234 TD 344
TD 235 TD 353
TD 237

• Educational Research

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TD 257

- **Educational Sociology**

TD 341

- **Educational Systems and Institutions**

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TD 265 TD 332

- **Adult Education**

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TD 198 TD 295
TD 225 TD 301
TD 242 TD 311
TD 266

- **Continuing, Community and Mass Education**

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- **Education of Specific Categories of Students**

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- **Higher Education**

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TD 308 TD 337

- **Out of School Education**

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- **Library and Information Services**

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- **Students**

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TD 248 TD 351
TD 250 TD 352
TD 251

- **Teaching**

TD 196 TD 339
TD 303

- **Teaching Materials and Equipment**

TD 193 TD 273
TD 204 TD 279
TD 217 TD 281
TD 264 TD 282
TD 272 TD 302

- **Teaching Profession**

TD 208 TD 294

DOCUMENT ENTRIES

TD 192
State Clearinghouse: TAS 1·14

Proverbs V
The teaching and assessment of oral communication in technical and further education in the United Kingdom. Launceston Tas: Launceston Community College, 1980, 22p.

Access: Mfiche

Price: Free

Descriptors: Business English; College Curriculum; Communication Skills

Abstract: This report covers three months of investigation conducted in the United Kingdom during 1980 on the subject of the teaching and assessment of oral communication in technical and further education colleges. The report is divided into 3 sections which cover the college visits, conferences and recommendations for Tasmanian college courses.

In particular, the report suggests that courses such as Child Care and Welfare Studies should present greater emphasis on oral content. It is suggested that a specialist teacher should be engaged, whose services may be made available to various departments. The report also recommends that teachers in training should be given an opportunity to develop expressive use of their voice for teaching purposes. Finally, comment is made about the content and practical assignments that should form part of the Business Studies courses.

TD 193
State Clearinghouse: TAS 1·15

Weeda J
Building Construction Theory 'A'. Tasmania, Hobart: Education Dept, Media Centre, 1980, 1v. (Unpaged).

Access: Mfiche

Price: Free

Descriptors: Building Trades; Educational Resources; Curriculum Guides

Identifiers: Devonport Technical College

Abstract: This document is a collection of teaching notes, diagrams, exercises, glossary of terms and discussion topics to assist teachers introduce students to the fundamentals of general building construction in Theory A of the Building and Architecture Course.

The document is divided into fifteen units covering such topics as domestic building sites, roofs, doors, internal joinery and framing for houses. This is the first edition of this booklet and it is planned to produce a revised edition to take into account relevant syllabus changes and the introduction of a national common code.

TD 194
State Clearinghouse: TAS 1·16

Holderness-Roddam B
Training for councillors. Tasmania, Hobart: Education Dept, Div of Further Education, Adult Education Section, 1980, 40p.
ISBN 0 7246 0975 X

Access: Mfiche

Price: Free

Descriptors: Adult Education; Vocational Education; Adult Programs; Local Government

Identifiers: Councillors

Abstract: The report surveys inservice training for elected members of local government in twenty three OECD countries and also within Australia. It shows that in most of the OECD countries there is a well coordinated national approach to training.

The State by State survey discusses the advanced courses conducted by South Australia to the uncoordinated training schemes conducted in Tasmania. Chapter 4 concentrates on the analysis of the survey of Tasmanian Councillors. The final chapter outlines recommendations for action to be taken within Tasmania, including syllabus topics to be included in a course, management guidelines and finance for the training scheme.

TD 195
State Clearinghouse: TAS 1·17

Walsh J P
Vocational survey - a study of the carpentry and joinery industry in Tasmania. Tasmania, Hobart: Education Dept, Publication & Information Office, 1980, 72p.

Access: Mfiche

Price: Free

Descriptors: Carpenters; Occupational Surveys; Trade and Industrial Education; Curriculum Development; Vocational Education

Abstract: The purpose of the analysis was to provide a means of identifying the match between existing onjob practices and cur-

riculum content. A list of duties, tasks, personal skills and tools necessary was developed. This list was used to provide a basis for curriculum decisions in carpentry and joinery programs. The results of the study are not prescriptive but provide a basis for Tasmania to develop valid curriculum and instructional materials.

As such, this occupational analysis provides data to assist in the preservation of job relevant vocational educational programs. The report concludes that future syllabus development should be directed into two broad streams, namely (a) housing and industrial, and (b) workshop joinery.

TD 196
State Clearinghouse: TAS 1·18

Seymour M
Programmed instruction for further education. Tasmania, Hobart: Education Dept, Centre for the Continuing Education, 1979, 90p.

Access: Mfiche

Price: Free

Descriptors: Programed Instruction; Teaching Methods; Educational Psychology; Postsecondary Education

Abstract: This guide was produced to be used with student teachers in Technical and Further Education in order to introduce them to the concept of Programmed Instruction. The booklet commences by asking the reader to complete a test to assess their level of knowledge of Behavioural Learning Theory. As a result of the test the reader is directed to various chapters depending on their results.

The guide covers information and exercises on instrumental conditioning, positive reinforcement, non reinforcement and negative reinforcement, terminal behaviour, entry tests, designing a programme and branching programmes.

TD 197
State Clearinghouse: TAS 1·19

Stevens G
A handbook of trade calculations for secondary school teachers. Tasmania, Hobart: Education Dept, 1980, 54p.
ISBN 0 7246 0735 8

Access: Mfiche

Price: Free

Descriptors: Mathematics; Secondary Grades; Mathematic Tests; Curriculum Development

Abstract: This publication is designed to provide information about some of the applications of mathematics which students in trade courses are expected to master. The booklet stresses the relationships between the understanding of concepts and the application of these in practical situations. In particular, its aim is to provide secondary school mathematic teachers with a concise statement of the mathematical requirements of each trade together with a selection of worked examples of trade applications of mathematics.

The publication is a starting point for planning and dialogue between secondary and further education staff interested in providing the most effective transition for students from general to vocational education in mathematics.

TD 198
State Clearinghouse: TAS 1·20

Hocking H; Burns K
Learning a trade - studies in apprentice training and career patterns of tradesmen. Tasmania, Hobart: Education Dept, Research Branch, 1980, 147p. appendices.

Access: Mfiche

Price: Free

Series: (Research Study No 37)

Descriptors: Trade and Industrial Education; Apprenticeships; Job Performance

Abstract: The rate of apprentice dropout during training and some shortcomings of the present system have in recent years been of concern to educational and apprenticeship authorities. This report looks at cancellation of indentures and problems associated with training from the viewpoint of apprentices. In relation to manpower planning in the skilled trades field, the report documents patterns of both intraining and post training trade losses. Typical career patterns of tradesmen are outlined.

The report also looks at trade entry, training and job mobility issues. Trade training and career paths are discussed in the light of a changing technology and economic conditions. Implications relevant to the education system are drawn from the findings.

TD 199
State Clearinghouse: TAS 1·21

Seymour M
Man studies man. Tasmania, Hobart: Education Dept, Centre for Continuing Education, 1979, 137p.

Access: Mfiche

Price: Free

Descriptors: Educational Psychology; Teacher Education; Teacher Developed Material

Abstract: This guide is a collection of articles drawn together to assist in the teaching of educational psychology for trade teachers in training. It is divided into three sections (a) Man and Science (b) Science as a Servant, and (c) Psychology and Man's Behaviour. The guide also contains a glossary of educational terms and useful references. It covers the literature in this field.

TD 200
State Clearinghouse: TAS 1·22

Peart G
Leaving school - what next? Tasmania, Hobart: Education Dept, Research Branch, 1980, 14p.

Access: Mfiche

Price: Free

Descriptors: Secondary School Students; Vocational Education; Career Counselling; Youth Employment

Identifiers: School Leavers

Abstract: Whilst admitting some difficulties involved in attempting any interstate analysis of retention rates, it can still be argued that Tasmania is less successful than other states in retaining students beyond their final year of secondary schooling.

This report investigates how effective the substantial injection of manpower and financial resources have been in facilitating a student's transition from schooling to work and/or post secondary education. The study analyses the decision making process for students who are about to complete their final year of compulsory secondary education.

The report recommends the awarding of the first major certificate at the end of year 11 rather than at the end of 10. This would encourage most students to continue their education bringing them in contact with concepts and experiences involved in further education.

TD 201
State Clearinghouse: TAS 1·23

Walker M
Small Business Education Programme - marketing and advertising seminar. Burnie Tas: Burnie Technical College, 1980, 22p.

Access: Mfiche

Price: Free

Descriptors: Teacher Developed Materials; Business Cycles; Advertising; Marketing

Abstract: This booklet is a collection of information arising from the proceedings of a seminar on small business management. The information is intended to be used for the teaching of marketing and advertising to small business owners. The information is divided into sub sections such as marketing principles, market manipulation, public relations, television and advertising. Also contained are some case studies for use as practical exercises.

TD 202
State Clearinghouse: TAS 1·24

Walker M
Small business seminar for the dairy farmer. Burnie Tas: Burnie Technical College, 1980, 1.v (unpaged).

Access: Mfiche

Price: Free

Descriptors: Teacher Developed Materials; Business Cycles; Dairy Farmers; Adult Farmer Education

Abstract: This booklet is a collection of papers given at a Small Business Seminar. It is divided into three main sections:

(a) Successful strategies for farm owners;
(b) Bookkeeping for dairy farmers, and
(c) Budgeting and planning.

A number of case studies are also contained in the booklet. These can be used to set practical exercises for students.

TD 203
State Clearinghouse: TAS 1·25

Seymour M
A programmed exercise on the application of Operant Conditioning to the classroom. Tasmania, Hobart: Education Dept, Centre for Continuing Education, 1980, 41p.

Access: Mfiche

Price: Free

Descriptors: Educational Psychology; Teaching Methods; Programed Instruction

Abstract: This test is designed to be used with TAFE teachers in training in the introductory course on Educational Psychology. The booklet commences by asking the reader to complete a test to assess their level of knowledge of Operant Conditioning. The reader is then referred to a relevant section of the text and proceeds to work through the set exercises at an individual pace. Diagrams, definitions and multiple choice questions are also contained in the book. Upon completing the exercises, readers are requested to complete once again the

assessment test so as to obtain a measure of their increased understanding.

TD 204
State Clearinghouse: TAS 1·26

Tasmania. Education Dept. Media Centre *Media catalogue*. Hobart: 1981, 850p.

Access: Interlib

Price: Free

Descriptors: Audiovisual Aids; Catalogues; Audiovisual Instruction

Identifiers: Tasmania Media Centre

Abstract: The publication gives a complete listing of all the films, kits, audiotapes and videocassettes that are available for loan to Tasmanian schools and colleges. Only Tasmanian colleges or schools have access to the items listed. The catalogue is held by the Media Library of the Tasmania Media Centre. The catalogue contains an alphabetical titles list, a main listing with annotations, and a full subject index.

The catalogue is presented in a loose leaf ring binder format with colourcoded sections to facilitate regular up - dating.

TD 205
State Clearinghouse: TAS 1·27

Hoult P
Interim evaluation - prevocational (trade based) course (South). Tasmania, Hobart: Education Dept, Research Branch, 1980, 30p.
ISBN 0 7246 1776 0

Access: Mfiche

Price : Free

Series: (Research Study No 60)

Descriptors: Trade and Industrial Education; Community Colleges; Prevocational Education

Identifiers: Transition Education

Abstract: This study is an interim assessment of a prevocational, trade based course funded from Commonwealth Transition monies. A course similar to this one was previously offered in Queensland.

Interviews were carried out with all students and directly involved staff at both the technical and secondary colleges. The course was offered at two institutions.

Results show general satisfaction with the course from both the staff and students but reveal confusion in relation to certification as well as negative feelings on behalf of the students relating to the nonpractical aspects of the course. The female participation rate was disappointingly low. The report discusses the implication for apprenticeship training.

TD 206
State Clearinghouse: ACT 1·23

Australia. Technical and Further Education Council
TAFE and training for skills: a discussion paper. Australia, Canberra: Tertiary Education Commission, 1979, 31p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Eduction; Technical Education; Industrial Training; Vocational Education; Skills

Abstract: This discussion paper aims to draw together the various forces for change in present arrangements for skill training, and to stimulate comment and reaction from as wide a range of interested parties as possible.

It is reasoned in the paper that our limited knowledge of the future reinforces a current need for vocational training that is sufficiently broadbased to fit the trainee both for immediate employment and future adaptability. An integrated range of programs inside and outside of employment is needed to train people for skilled employment.

After listing some of the forms of training that the Council believes are appropriate, the paper describes possible features of skill training outside of employment and suggests some ways in which the considerable amount of training within employment, particularly apprenticeship, might be improved. This leads to some suggestions on the nature of a TAFE response to the changing requirements for training.

TD 207
State Clearinghouse: ACT 1·24

Australia. Tertiary Education Commission
Statement to Joint Parliamentary Committee of Public Accounts: Inquiry into Funding of Tertiary Education. Canberra: 1979, 230p

Access: Interlib

Price: Free

Descriptors: Higher Education; Organisation; Expenditures; Grants; State of The Art Reviews

Abstract: The primary purpose of the statement is to provide the Joint Parliamentary Committee of Public Accounts with background material and information relevant to its inquiry into the funding of tertiary

education. Where appropriate, the Commission has also provided its own views on aspects of the funding of tertiary education.

The statement is presented in three parts, the general format following the terms of reference for the Committee's inquiry. Part 1 relates to the first term of reference, namely, the system of grants for tertiary education. It examines, in turn, the pattern of tertiary education in Australia, the structure and function of the TEC and its three Councils, and the system, nature and administration of grants to the the States. Part 11 relates to the second term of reference - the operations of the Tertiary Education Commission and its Councils. Part 111 examines specific matters raised by the Committee.

TD 208
State Clearinghouse: ACT 1·25

Australia. TAFE Staff Development Committee
Recommendations on the formal preparation of TAFE teachers in Australia. Australia, Canberra: Tertiary Education Commission, 1979, 24p.

Access: Hard Copy

Price: Free

Descriptors: College Faculty; Faculty Development; Teacher Education

Abstract: This paper contains the TAFE Staff Development Committee's views on the preparation of fulltime TAFE teachers, mindful of the previous Committee's report and the responses to that report by outside bodies.

In summary, the Committee favours initial advanced education programs of formal preparation for TAFE teachers which are directed to the skills and strategies of TAFE teaching and which provide a sufficient knowledge of modern industrial society for them to appreciate TAFE's role. Such a focus presents wideranging challenges which the Committee believes should be addressed in greater detail by the institutions currently preparing TAFE teachers. Elements of existing courses designed for persons preparing to teach in schools are often included in TAFE teacher programs, these proving inappropriate for TAFE teachers at the beginning of their careers. The Committee believes that in TAFE teacher preparation programs there must be specific emphasis on TAFE and TAFE teaching.

TD 209
State Clearinghouse: ACT 1·26

Australia. Office of ACT Further Education
1979 annual statistical survey for A.C.T. further education. Australia, Canberra: Dept of Education, 1980, 165p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Statistical Data; Enrolment Trends

Identifiers: Australian Capital Territory

Abstract: The document records the statistical returns collected from all institutions in the ACT further education system. This information is collected annually by the Office of ACT Further Education for the Tertiary Education Commission. Statistical information is provided on courses, enrolments, student population, staff and expenditure. Institutions include Canberra TAFE College, Bruce TAFE College, Canberra School of Art, and Canberra School of Music.

TD 210
State Clearinghouse: ACT 1·27

Australia. Office of ACT Further Education
1980 annual statistical survey for A.C.T. Further Education. Australia, Canberra: Dept of Education, 1981, 165p.

Access: Hard Copy

Price: Free

Descriptors: Statistical Data; Enrolment Trends; Adult Education

Identifiers: Australian Capital Territory

Abstract: The document records the statistical returns collected from all institutions in the ACT further education system. This information is collected annually by the Office of ACT Further Education for the Tertiary Education Commission. Statistical information is provided on courses, enrolments, student population, staff and expenditure.

TD 211
State Clearinghouse: ACT 1·28

Australia. Office of ACT Further Education
ACT Further Education Planning Submission to the Tertiary Education Commission 1980-1984. Australia, Canberra: Dept of Education, 1980, 81p.

Access: Hard Copy

Price: Free

Descriptors: Educational Planning; Statistical Data; Adult Education

Identifiers: Australian Capital Territory

Abstract: This submission consists of planning information and associated statistical

estimates for proposals for the provision of technical and further education in the ACT to the end of 1980-1984 period.

Contained in the submission is a summary, a short statement plus tables, a series of nine appendices covering population trends and enrolments from various points of view, and ACT TAFE teaching structure.

TD 212
State Clearinghouse: ACT 1·29

Australia. Office of ACT Further Education *Canberra TAFE College, Department of Welding: functional requirements brief for relocation and updating of facilities.* Australia, Canberra: Dept of Education, 1980, 100p. (Departmental Document: typed, photocopied & bound)

Access: Hard Copy

Price: Free

Descriptors: Architectural Programing; College Buildings; Building Plans

Identifiers: Canberra College of Technical and Further Education; Australian Capital Territory

Abstract: This building brief provides for the relocation and improvement of the practice training facilities on the present College site at Reid. The brief includes two main functional areas, namely: welding practice and marking out, laying out and structural fabrication.

TD 213
State Clearinghouse: ACT 1·30

Australia. Office of ACT Further Education *Woden TAFE College School of Horticulture: functional requirements brief for major extensions.* Australia, Canberra: Dept of Education, 1980, 68p. (Departmental document: typed, photocopied & bound)

Access: Hard Copy

Price: Free

Descriptors: Architectural Programing; College Buildings

Identifiers: Woden TAFE College

Abstract: This building brief states the functional requirements for major extensions to the School of Horticulture at Weston (Canberra). It proposes renovation (recycling) and extensions to main existing structures, improvement of green house facilities and landscaping.

TD 214
State Clearinghouse: ACT 1·31
An evaluation of the Education Program for Unemployed Youth. 1980, 216p.

Access: Hard Copy

Price: Free

Descriptors: Program Evaluation; Evaluation; Educational Benefits; Educational Objectives; Unemployment; Youth Programs; Youth Employment; Questionnaires

Identifiers: Education Program for Unemployed Youth

Abstract: The Education Program for Unemployed Youth (EPUY) was established in 1977. The evaluation was commissioned in late 1978. Its primary objective was to evaluate the effectiveness of EPUY in achieving its stated aim of improving employability. A secondary objective was to study unemployed school leavers with a view to learning more about their educational, vocational and personal needs.

The evaluation was carried out in New South Wales, Victoria, Queensland and South Australia. Quantitative data was collected by surveys administered to participants on commencement and on completion of a program. Course coordinators completed questionnaires concerning the staff and the content of the program. Instruments employed in the study of the participants investigated reading, writing, mathematics, job seeking and practical reasoning skills. Participant attitudes such as self esteem, alienation, and attitudes to work, to further education and to EPUY were also studied. Qualitative data concerning participants, staff and administration were obtained by personal interviews.

The report presents a favourable assessment of the value of EPUY. In particular, it indicates that the scheme is achieving its major objective of increasing the employability of participants. The report presents a range of conclusions relating to staffing arrangements, to the selection of participants, and to the content of EPUY courses.

TD 215
State Clearinghouse: ACT 1·32

Dibb J
Linked courses in the ACT: a report for the Advisory Committee on Linked Courses. Australia, Canberra: Dept of Education, 1981.

Access: Hard Copy

Price: Free

Descriptors: Vocational Education; Cooperative Programs; College School Cooperation

Identifiers: Australian Capital Territory; Linked Courses

Abstract: The document reports findings of a 3 month study of linked courses in the

ACT, prepared for the ACT Advisory Committee on Linked Courses. Funded under the Commonwealth Government's Transition Program, the study identifies existing "links" between secondary schools and post secondary institutions and assesses prospects for the development of other linked course arrangements.

The report cites a number of models for future development, evaluates existing linked courses and provides guidelines for further action. It also makes firm recommendations for new pilot projects in 1981.

TD 216
State Clearinghouse: ACT 1·33

Austin E F; Galvin S
'All's well that starts well': an evaluation. Australia, Canberra: Dept of Education, 1979, 14p.

Access: Hard Copy

Price: Free

Descriptors: English (Second Language); Curriculum Development; Team Teaching; Teaching Methods; Migrant Adult Education; English Instruction

Identifiers: Adult Migrant Education, Teaching English

Abstract: This article reports on a seminar on the above course book for learners of English, in which team teaching is involved, as well as a number of unusual techniques designed to help the learner.

TD 217
State Clearinghouse: ACT 1·34

Caelli W J
Computers in education. Australia, Canberra: Dept of Education, 1979, 5p.

Access: Hard Copy

Price: Free

Series: (Tefl/Tesl Newsletter V.4a.3)

Descriptors: English (Second Language); Migrant Adult Education; Computers; Literacy; Teacher Education; Individualised Instruction; Computer Assisted Instruction;

Abstract: The article discusses three systems of computers used for educational purposes: PLATO,CEEFAX/ORACLE and DISTRIBUTED CAI. The nature of the systems and their relevance to education, in particular to the teaching of language and literacy skills are considered. Implications for isolation, teacher employment, individualised learning and teacher training are examined.

TD 218
State Clearinghouse: VIC 1·6

Victoria. Education Dept. TAFE Staff Development
Ideas for conference organisers. Melbourne: 1980, 17p.

Access: Hard Copy

Price: Free

Descriptors: Staff Development; Seminars; Workshops; Conferences

Abstract: This booklet is designed for those persons planning, organising and/ or conducting training workshops, seminars and conferences. The publication outlines most of the considerations which need to be made by the organiser/facilitator, such as:

(1) planning the conference and setting up a planning group;
(2) selection of learning strategies and teaching methods;
(3) selection of suitable conference environment;
(4) use of consultants;
(5) evaluation.

TD 219
State Clearinghouse: VIC 1·7

Maddock J; Foster G
Supervision Certificate submission. Victoria, Melbourne: Education Dept, TAFE Services, 1979, 120p.

Access: Hard Copy

Price: Free

Descriptors: Supervision; Short Courses; Job Analysis; Supervisory Training; Job Profile

Identifiers: Occupational Analysis

Abstract: This is a submission for alteration to the short Certificate Course in Supervision. The document contains a job profile, a copy of the survey instrument and a summary of survey results and syllabii for:

(1) Basic Supervision;
(2) Communication for Supervisors;
(3) Industrial Supervision;
(4) Retail Supervision;
(5) Office Supervision;
(6) Parks and Recreation Supervision.

TD 220
State Clearinghouse: VIC 1·8

Burns I B G
A plan for the administration of TAFE in Victoria. Armidale NSW: University of New England, 1979, 191p.

Access: Hard Copy

Price: Free

Descriptors: Administration; Educational Planning; Vocational Education; Organizational Theories; Technical Education

Identifiers: Victoria

Abstract: A planning approach is adopted to review the concept of technical and further education, to define it and describe how it is presented in various parts of Australia. As well, organisation theory is surveyed and a number of principles are developed which would facilitate the development of an alternative structure for the delivery of technical and further education in the state of Victoria.

The strategy presented sees TAFE as part of the total education system with close links to other parts but, nevertheless, having an identity of its own as a unique kind of education.

TD 221
State Clearinghouse: VIC 1·9

Foster G J; Maddock J
Further Certificate of Management (course submission). Moorabbin Technical College, Melbourne: Technical School Div, 1980, 20p.

Access: Hard Copy

Price: Free

Descriptors: Administration Education; Vocational Education; Job Profile; Job Analysis; Feasibility Studies

Abstract: This document contains a feasibility study for the implementation of the Further Certificate in Management. A job profile and summaries of course and subjects are included.

TD 222
State Clearinghouse: VIC 1·10

Victoria. Education Dept. Technical Education Div
Educational Services Officers' 3rd Annual Conference. Melbourne: 1980, 35p.

Access: Hard Copy

Price: Free

Descriptors: Ancillary School Services; Staff Development

Abstract: The proceedings of the Educational Services Officers' 3rd annual conference are recorded in this document. It has been compiled for the benefit of conference participants as a basis for further discussion. It also deals with the roles of educational services' officers and educational services in TAFE Colleges.

TD 223
State Clearinghouse: VIC 1·11

Bunnet J; Mackenzie B; Engelmann J
Survey into work undertaken by shipwright and boatbuilding tradesman. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 24p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Occupational Surveys; Curriculum Development

Identifiers: Boat Building; Shipwrights

Abstract: The objectives of the study were to:

(a) identify new developments in the industry,

(b) identify occupational streams in the trade, and

(c) identify the duties and tasks and related skills used in the trade as a guide for revised curriculum.

The general findings were:

(a) Approximately 300 tradesmen work in the industry, 250 of whom are registered union members. Over 100 are employed by government.

(b) Shipwrights and boatbuilders are involved in a variety of work and use a number of materials, including timber, fibreglass, steel and aluminium. It was found that the vocational streams associated with the trade could be classified according to type of material used.

TD 224
State Clearinghouse: VIC 1·12

Braddy J L
Report on study tour of USA, Canada and UK: curriculum development and evaluation in vocational education. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 26p.

Access: Hard Copy

Price: Free

Descriptors: Evaluation; Study Abroad; Vocational Education; Curriculum Development

Abstract: This report outlines key findings and makes recommendations based on places and persons visited during a study tour in 1979. In particular, the report recommends that it would be advantageous for TAFE personnel in Victoria and Australia to visit and work in such places as Florida State University, Ohio State University (National Centre for Research into Vocational Education) and the Department of Universities and Colleges in Canada.

TD 225
State Clearinghouse: VIC 1·13

Victorian TAFE Public Relations and Information Committee
Who needs TAFE? Proceedings of a one day seminar. Melbourne: Melbourne State Council for Technical Education, 1979, 27p.

Access: Hard Copy

Price: Free

Descriptors: Technical Education; Public Relations; Seminars; Vocational Education; Institutional Role

Identifiers: Victoria

Abstract: The role and functions of TAFE are considered in this set of speeches by parliamentarians, unionists, employers and educationalists.

TD 226
State Clearinghouse: VIC 1·14

Victoria. Advisory Council on Agricultural Education. TAFE Agriculture Standing Committee
Report on essential facilities and resources for the conduct of postsecondary vocational agricultural education programs. Melbourne: 1980, 15p.

Access: Hard Copy

Price: Free

Descriptors: Facilities; Vocational Education; Agricultural Education; Postsecondary Education

Identifiers: Victoria

Abstract: A joint working party investigated the essential facilities and resources needed to conduct vocational agricultural education programs in Victoria. This report states a philosophy for vocational agricultural education and recommends facilities and resources required.

TD 227
State Clearinghouse: VIC 1·15

Mealyea R J
Readability: concept and measurement; apprentices and literacy. Victoria, Melbourne: Education Dept, Technical Schools Div, 1979, 12p.

Access: Hard Copy

Price: Free

Descriptors: Readability Formulae; Cloze Procedure; Readability; Textbooks; Apprenticeships

Abstract: A number of current readability formulae used to determine the readability level of text are considered. The disadvantages of the formulae are discussed and cloze procedure is suggested as a measure of text difficulty. Logical connectives are discussed in the context of text difficulty and an example of logical connectives is demonstrated with a passage called scaffolding and safety.

TD 228
State Clearinghouse: VIC 1·16

Mealyea R J
Larry; apprentices and literacy. Victoria, Education Dept, Technical Schools Div, 1980, 58p.

Access: Hard Copy

Price: Free

Descriptors: Reading; Literacy; Cloze Procedure; Trade and Industrial Education; Miscue Analysis; Apprenticeships

Abstract: This publication is a study of apprentice reading behaviour, using miscue analysis. Strengths are used to overcome weaknesses. Also, the idea is proposed that apprentices, trade teachers and compensatory teachers should form a partnership in an attempt to overcome apprentice reading problems. Appropriate strategies are outlined to assist apprentices. These strategies are based on the outcome of the use of miscue analysis.

TD 229
State Clearinghouse: VIC 1·17

Mealyea R J
When boys did Sloyd and girls did mothercraft. Victoria, Melbourne: Education Dept, Technical Schools Div, 1979, 14p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Culture; Postsecondary Education; Curriculum

Abstract: This publication is intended for use by workshop teachers in Technical Schools. A critical look is taken at the educational assumptions underlying the curriculum in school workshops, years 7-11. An historical view of Sloyd is outlined to show how manual skills came to be introduced into the school curriculum. Emphasis is placed upon a move toward a more 'student centred' curriculum rather than the current 'teacher central' one. Another thrust of the publication is the imbalance created in 20th century man by an overuse or over reliance on technology.

TD 230
State Clearinghouse: VIC 1·18

Victoria. Education Dept. TAFE Services
Ethnic education census 1979. Melbourne: 1980, 10p.
ISBN 0 7241 3456 5

Access: Hard Copy

Price: Free

Descriptors: Ethnic Groups; Students; Census Figures; High Schools; School Statistics; Primary Schools

Abstract: In August 1979 a census was conducted of all pupils of ethnic background in government schools in Victoria. Pupils defined as coming from an ethnic background were those who came from a home where English was not the main language spoken. Data was collected from these students on home language, birthplace, and school related details. A total of 105, 983 ethnic students were covered by this census.

This report presents summary statistics for ethnic students and all government school students for comparative purposes.

TD 231
State Clearinghouse: VIC 1·19

Vandenberg L
Decision making in an intersectoral context: a socio-technical approach to analysis. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 30p.

Access: Hard Copy

Price: Free

Descriptors: Decision Making; Vocational Education

Abstract: It is suggested that educational decision makers, at whatever level and from whatever education sector, should attempt a holistic approach to decision making and be aware that their decision influences and is influenced by the 'social ecology' in which it is made.

In an attempt to provide a framework for effective decision making in a vocational education context, a sociotechnical approach is explored.

TD 232
State Clearinghouse: NSW 1·51

Forster A
Child care for outreach classes. Sydney: 1979, 84p. This report was prepared as a partial requirement towards the completion of a master of Education Degree at the Uni. of Sydney

Access: Mfiche

Price: Free

Descriptors: Outreach Programs; Day Care; Vocational Education

Abstract: This report presents an evaluation of the child care provided for classes organised as part of the Outreach Project at Petersham College of TAFE. It also outlines a proposal for a flexible child care system that would best suit the needs of women who wish to participate in organised programmes of study outside the formal education system.

TD 233
State Clearinghouse: NSW 1·52

New South Wales. Dept of Technical and Further Education
Training related child care : report on access, child care and TAFE. Sydney: 1980. 83p.

Access: Mfiche

Price: Free

Descriptors: Day Care; Technical Education; Adult Education

Abstract: This report had its origin in a decision that "a summary of research on matters pertaining to child care" be prepared, made by the Interdepartmental Committee to Review Child Care arrangement in Educational Institutions.

The report gives an historical resume of the issue of child care for women attending TAFE in N.S.W., reviews the literature on child care provision by educational institutions and gives a list of recommendations and considerations.

TD 234
State Clearinghouse: NSW 1·53

Sweet R
A labour market perspective on the basic standards debate. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 24p.
ISBN 0 7240 3534 6

Access: Mfiche

Price: Free

Descriptors: Labour Market; Basic Skills; Academic Standards

Abstract: There has been a concerted and highly vocal attack by employers on the products of the Australian secondary school system. Specifically, the standards of literacy and numeracy demonstrated by school leavers have come under fire.

This report investigates the school leaver market and arrives at the conclusion that there is no support for the proposition that

schools have failed to keep pace with industry's demands for increasing standards of literacy and numeracy. The solution to industry's problems lies in its adoption of new selection techniques rather than a return to basics in the schools.

TD 235
State Clearinghouse: NSW 1·54

Taylor N
Vocational identity, information needs and barriers: a diagnostic framework examined. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 20p. ISBN 0 7240 3646 6

Access: Mfiche

Price: Free

Descriptors: Career Choice; Vocational Interests; Counselling; Diagnostic Tests; Vocational Counselling

Abstract: Recently Power, Holland and Daiger introduced a new diagnostic framework based on the concepts of vocational identity, information needs and barriers to implementing a choice.

After reviewing the evidence presented by the authors and analysing completed scales from TAFE counselling clients, it appeared that the framework had several deficiencies. However, the basis of the framework is the identity scale and this proved to be a reliable and well constructed instrument. Vocational identity appears to be an important concept for vocational counsellors.

TD 236
State Clearinghouse: NSW 1·55

Svirskis A
Curriculum development in the New South Wales Department of Technical and Further Education. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 74p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Development; Curriculum Design; Curriculum Evaluation; Vocational Education; Technical Education

Abstract: This paper was prepared for the National Seminar of TAFE Curriculum Delivery Systems, Melbourne May 1980 and outlines the procedures of curriculum development used by the N.S.W. Department of Technical and Further Education.

The paper gives some background information on the NSW Department of TAFE. A curriculum overview describes the curriculum model used, outlines the various steps of curriculum development and implementation, and discusses evaluation procedures.

TD 237
State Clearinghouse: NSW 1·56

Sweet R
A labour market perspective on transition programs. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 24p.

Access: Mfiche

Price: Free

Descriptors: Labour Market; Adolescents; Youth Employment; Youth Programs

Abstract: As a result of high levels of unemployment since the mid 1970s public and political attention has been directed to the operation of the the teenage labour market and to the relationship between education and employment. The resulting debate has had two unfortunate side effects. The first of these is that almost all analysis of the teenage labour market has concentrated on teenage unemployment. The second is that public debate on unemployment has been distorted by an almost total concentration on youth unemployment.

This report discusses these issues and structural changes in the teenage labour market.

TD 238
State Clearinghouse: NSW 1·57

National Working Party on Metal Trades
Report to the Conference of Directors of TAFE, September 1980. New South Wales, Sydney: Dept of Technical and Furthur Education, 1980, 111p.

Access: Mfiche

Price: Free

Descriptors: Metal Industry; Trade and Industrial Education; Curriculum Development; National Programs

Identifiers: Metal Trades

Abstract: The National Working Party on Metal Trades is a Committee established by the Directors of TAFE in 1978 to-

(1) differentiate the range and level of training available in the Metal Trades Industry.

(2) specify any requirements for programmes not currently available.

(3) recommend a programme for the development of national core syllabuses.

(4) initiate one project within the programme at apprentice level.

In this report, the National Working Party's interpretation of the terms of reference are discussed prior to reporting findings and making recommendations.

TD 239
State Clearinghouse: NSW 1·58

Funnell S
The NEAT work experience programme for handicapped secondary students: an evaluation. New South Wales, Sydney: Dept of Education, 1979, 81p.

Access: Mfiche

Descriptors: Program Evaluation; Work Experience; Secondary School Students; Vocational Education; Mild Disabilities; Learning Disabilities

Identifiers: NEAT Work Experience Program; New South Wales

Abstract: The NEAT Work Experience Programme for Handicapped Secondary Students is one in which students are paid award wages for their work and employers receive a subsidy for training them. The scheme is in its fourth year of operation.

In 1978 an evaluation of the scheme was conducted at the request of the Interdepartmental Committee for the NEAT Work Experience Programme for Handicapped Secondary Students. The evaluation is primarily concerned with:

(1) the employment history and post school adjustment of students who participated in the scheme.

(2) attitudes of students and their parents to the scheme.

(3) the effects of the scheme on employers' attitudes to the employment of mildly intellectually handicapped people.

(4) the effects of the scheme on teaching and school programmes.

TD 240
State Clearinghouse: NSW 1·59

Watt A V
The development of a universal model to measure performance and efficiency in Australian tertiary education. Macquarie University, Sydney: School of Education, 1979, 138p. Submitted for M.A. Degree, Vocational & Technical Education Programme.

Access: Mfiche

Price: Free

Descriptors: Models; Postsecondary Education; Efficiency; Evaluation Methods; Performance Factors

Abstract: In this project a universal model is developed to measure performance and efficiency in Australian tertiary educational systems. The literature is first reviewed, paying attention to modelling, systems analysis, revelant concepts of educational theory and studies measuring performance and efficiency. The purposes of the various sectors of Australian tertiary education are then considered and summarised. Three aspects of particular concern are identified and a systems configuration appropriate to the model is then developed.

TD 241
State Clearinghouse: NSW 1·60

Smith B W
Educational aspects of technological change. Sydney: Technology Research Unit, 1980, 18p.

Access: Mfiche

Price: Free

Descriptors: Technology; Technological Advancement; Labour Market; Vocational Education

Abstract: This paper was delivered at a conference on the car of the future - training for technological change in the motor vehicle industry, held in Canberra on 25-26 November 1980.

The paper raises five questions:

(1) Is the rate of technological change itself increasing?

(2) Are the new technologies somehow qualitatively different from earlier technologies?

(3) How can our current social political, economic and industrial institutions cope with these changes?

(4) How are the costs and benefits of the new technologies distributed?

(5) Who controls technology?

It is proposed that there are three main ways in which technological change must influence our thinking and action about education. These are the labour market, recurrent education and education in technology for democratic choice.

Problems of relating technological change and education are discussed.

TD 242
State Clearinghouse: NSW 1·61

Thiering J V
Basic mathematics programmes for adults. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 39p.

Access: Mfiche

Price: Free

Descriptors: Mathematics Education; Basic Skills; Adult Basic Education; Adult Education

Identifiers: Numeracy

Abstract: This project is a preliminary investigation of community needs in basic numeracy. The aims are:

(1) to establish the size and nature of the need.

(2) to examine feasible programmes.

(3) to make recommendations about the kind of TAFE programmes which should be developed.

It is proposed that the most suitable way to provide an access course in basic mathematics is in small groups. A list of broad content areas is given.

TD 243
State Clearinghouse: NSW 1·62

Lintner L
A report on present and future job opportunities for students of the School of Home Science. Sydney: East Sydney Technical College, 1979, 30p.

Access: Mfiche

Price: Free

Descriptors: Home Economics; Occupational Surveys; Employment Opportunities

Abstract: This report investigates the job availability prospects for 1980 in current and possibly new fields of employment, in which students' skills acquired through the Home Economics Certificate course could be applied.

Questionnaires were sent to 192 current students at 4 technical colleges to establish their knowledge and expectations of job opportunities. A separate questionnaire was sent to 252 post students from the same colleges to gauge the fields in which graduate students found employment. Interviews were arranged with employers in various areas and a Student/Home Economist Get Together was organised.

While the survey was in progress, employment was found for current students (1979) in such areas as commercial catering, demonstrations, cooking, waitressing and as Assistant Home Economists.

TD 244
State Clearinghouse: NSW 1·63

Wadsworth H
Students as assessors in a performance test: report of a pilot study. Macquarie University, Sydney: School of Education, 1979, 51p. Submitted as partial fulfilment of the requirements of the M.A. (Vocational & Technical Education) Programme. School of Education, Macquarie University.

Access: Mfiche

Price: Free

Descriptors: Student Evaluation; Peer Evaluation; Performance Tests

Abstract: This study is designed to determine an alternative method of assessing performance tests so as to reduce the amount of staff time required and therefore lessen the costs of assessments. The method also allows more complete measurement of student achievement of the objective stated for the subject.

The purpose of this pilot study is to determine whether the proposed method of assessment of performance will yield the same results from student assessors as from the lecturer. In addition, the attitudes of the candidates to student assessors is determined.

TD 245
State Clearinghouse: NSW 1·64

Newton G C
College performance of day, and block release Panelbeating Trade Course students - a comparison. Sydney: 1979, 68p. Submitted for the Degree of M.A. (Vocational and Technical Education).

Access: Mfiche

Price: Free

Descriptors: Released Time; Academic Achievement; Attendance Patterns; Trade and Industrial Education

Identifiers: Panelbeating Trade Course; Day Release; Block Release

Abstract: A longitudinal investigation was conducted of 419 students who enrolled in Stage 1 of the Panelbeating Trade course in NSW in 1975 to determine whether the pattern of attendance by which they undertook their course (either day or block release), was associated with significantly superior examination results.

In addition, covariates of previously determined ability levels were used for further comparisons. Analysis of variance and analysis of covariance were employed to test for significant differences between the two groups.

TD 246
State Clearinghouse: NSW 1·65

Humphrey S
Student survival: mature age students return-

ing to study in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 22p.

Access: Mfiche

Price: Free

Descriptors: Adult Students; Student Characteristics; Dropout Prevention

Abstract: This paper considers:

1. "student survival" from the point of view of an educational administrator.
2. some practical conclusions from research and practice.
3. ways that TAFE in NSW looks at the studentand his/her needs.
4. how TAFE can ensure that students achieve their educational objectives.

TD 247
State Clearinghouse: NSW 1·66

Hill C
Art Certificate; report of the review committee. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 113p.

Access: Mfiche

Price: Free

Descriptors: Student Evaluation; Art Education; Course Evaluation

Abstract: A review was conducted of the Art Certificate Course in the Department's School of Art and Design. The objective was to determine the training needs of students in the fine art areas of painting, sculpture, printmaking and art photography. Student, certificate holder and teacher questionnaires, a literature search and interviews with staff were used to gather information about the course structure, scope, aim and content in order to increase the educational soundness of the present course.

Recommendations covered the following: a revised course aim; an increase in duration of the course to 3 years full time; rearrangement of a number of subjects; establishment of a Library Committee and a Resources Committee; and increased funding for facilities, equipment, resources development and staff development.

Report findings include comments on student selection, student demand, student assessment, exhibit space and the relationship of the Certificate to the post Certificate.

TD 248
State Clearinghouse: NSW 1·67

Neilson R
Architectural Draftsmen's Certificate Course; survey of student employment. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 20p.

Access: Mfiche

Price: Free

Descriptors: Architectural Drafting; Employment Trends; Part Time Students

Identifiers: Architectural Draftsmen's Certificate Course.

Abstract: This report presents employment trends of part time students enrolled in the Architectural Draftsmen's Certificate Course with N.S.W. TAFE. Data is derived from two student surveys carried out in 1978 and 1979. Factors considered include type of employment, salaries, tasks performed at work and educational standard on entry.

TD 249
State Clearinghouse: NSW 1·68

Clayman L
A survey of pilot link courses. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 317p.

Access: Mfiche

Price: Free

Descriptors: Cooperative Programs; Course Evaluation; Pilot Projects

Identifiers: Linked Courses

Abstract: This study is a retrospective evaluation of four pilot link courses conducted later in 1977 at two Sydney suburban technical colleges for a group of sixty year 10 students from a state secondary boys school located in the same area.

Subjects for the study were the students and the TAFE teachers who had participated. An interview technique was adopted for students, while the teachers were surveyed by means of a questionnaire. Responses on key issues were sought from both groups.

Following a review of literature and recent deliberations in Australia, the study was aimed at gathering data indicating approaches adopted with regard to problem aspects of link course provision. A special section was devoted to the question of objectives for link courses, using a list culled from the literature and rated as to importance and perceived attainment.

While the courses were favourably received, comments which were made pointed to problems in implementation and planning. Recommendations were made regarding further development of courses and future direction for research.

TD 250
State Clearinghouse: NSW 1·69

Taylor N
Background data on Commercial Programming students. New South Wales, Sydney: Dept of Technical and Further Education Student Counselling Research Unit, 1980, 12p.

Access: Mfiche

Price: Free

Descriptors: Student Characteristics; Computer Science Education; Educational Background; Programming

Abstract: The educational and vocational backgrounds of 74 full time and 80 part time students enrolled in the Certificate in Commercial Programming at Sydney Technical College in 1980 are described.

It was found that a very high percentage of students were born overseas and spoke English as a second language. These students tended to be younger, more often enrolled in the full time course and more likely to have completed the H.S.C. or equivalent. As a group, these students also tended to score lower on tests of general ability and vocabulary.

Comparing part time and full time students, it was found that part time students tended to be older, more likely to be Australian born and less likely to have obtained the H.S.C. They do, however, have more work experience, particularly in regard to computers.

TD 251
State Clearinghouse: NSW 1·70

Sweet R.
The new marginal workers: teenage part time employment in Australia in the 1970's. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 45p.
ISBN 0 1240 3622 9

Access: Mfiche

Series: (Student Counselling Research Report)

Abstract: Teenage part time work was Australia's fastest growing employment indicator in the 70's. In August 1979 21% of all teenage employees were part time workers. Most are employed in sales and service jobs for only a few hours a week, most are school students of whom a majority are very young teenagers.

The teenage part time labour market overlaps minimally with the adult part time or teenage full time labour markets. A simultaneous decline in the number of full time teenage jobs, particularly for girls, seems a separate phenomenon, occurring in different employment areas. Labour supply and cost factors cannot adequately account for the growth. An account is given in terms of changing patterns of work organisation.

Implications are discussed in terms of quality of work life, transition from school to work and the skill structure of the teenage work force.

TD 252
State Clearinghouse: SA 1·51

South Australia. Dept of Further Education
Submission to TAFEC for the triennium 1982-1984. Adelaide: 1980, 123p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Trends; Enrolment Projections; Program Costs; Statistical Studies; Cost Estimates

Abstract: The submission includes:

(1) a review of major recent developments and trends in TAFE in S.A.;

(2) projections of major developments to the end of 1984;

(3) statistical projections, and discussion of those projections, to the end of 1984;

(4) proposals for major areas of recurrent expenditure initiatives during the period 1982-84.

TD 253
State Clearinghouse: SA 1·52

Scholefield R M
Preparation of a charter for the Department of Further Education: a description of the process. Adelaide: 1980, 7p.

Access: Mfiche

Price: Free

Descriptors: Policy Formation; Educational Strategies; Position Papers

Abstract: The Planning Committee of the Department of Further Education first met in December 1978. One of the Committee's major tasks was to evolve a process to develop a master strategy plan for the Department, based on educational parameters. The Committee considered that a master strategy plan must be based on a clearly stated set of Departmental aims and objectives. Department of Further Education aims and objectives had been stated in various forms over a period of years and it was necessary to crystallise existing views and objectives into one clear statement. It was considered by the Committee that

consultation throughout the Department was an essential part of such a project.

This publication describes the consultative processes which resulted in establishment of the Charter of the Department of Further Education.

TD 254
State Clearinghouse: SA 1·53

Witton R
The development of further education for non English speaking Australians: a case study and resource guide. South Australia, Adelaide: Dept of Further Education, 1980, 152p.
ISBN 0 7243 9141 X

Access: Mfiche

Price: Free

Descriptors: Migrant Adult Education; Community Education; Minority Groups; Library Services; Ethnic Groups; Educational Radio

Abstract: The report examines the general lack of provision of technical and further education for non English speaking Australians, apart from the teaching of English language. A proposal for the establishment of a community education officer in Goodwood, Adelaide, as part of the development of a multi-cultural library/ resource centre is studied. The need for innovative approaches in this area is considered and suggestions are made on how further education might be developed using non institutionalised approaches to learning, including the use of "talk back" migrant radio. A resource guide to materials and studies in this area is included.

TD 255
State Clearinghouse: SA 1·54

Hill J A
The building of education to work linkages. South Australia, Adelaide: Dept of Further Education, 1980, 44p.

Access: Mfiche

Price: Free

Descriptors: Career Education; Secondary School Students; Vocational Education

Identifiers: Linked Courses

Abstract: The purpose of the Fulbright Grant during September to mid December 1979 was to study education to work link courses, which are career education programs conducted for secondary students in Washington DC, New York State, Michigan, Ohio, New Jersey, Florida, Louisianna, Oregon and California.

'Building of education to work linkages' implies that the joint efforts of educators, parents, employers, trade unions, politicians, in fact society as a whole must bear responsibility of providing young people with the knowledge, skills, attitudes, values, which may equip them with the capacity-/adaptability to cope with rapid changes.

Examples of Career Education programs are described, including recommendations on cooperative vocational education, articulation, cluster programming, experienced based learning, transferable skills, competency based education, programmed instruction and computer-based systems for career exploration.

TD 256
State Clearinghouse: SA 1·55

Lambert G T
Basic trade education: some industrial and training perspectives. Adelaide: Marleston College of Further Education, 1980, 36p.
ISBN 0 7243 9140 1

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Education; Building Trades; Apprenticeships; Industrial Training; Teaching Methods

Abstract: The paper has been prepared at a time when the effectiveness and efficiency of apprenticeship by indenture in various trades is being questioned. Questions are being raised by industrial groups, employer groups, trade unions, funding agents and by teachers, students and parents who are concerned about employment. These questions may have serious implications for course planners, and decision and policy makers.

This paper focuses on issues being raised at National, State and College level. These are presented in three parts:

(a) industrial issues

(b) education issues as they apply to the building trades

(c) general issues

While the comments contained in this paper are specifically related to carpentry & joinery, they may have a variety of applications to other areas of training.

TD 257
State Clearinghouse: SA 1·56

Harris R M (ed)
Educational investigation abstracts. Volume 3. Adelaide: Adelaide College of the Arts and Education, 1979, 75p.

Access: Mfiche

Price: Free

Descriptors: Investigations; Research Reports; Abstracts; Technical Education; Vocational Education

Abstract: This volume contains the titles and abstracts of educational investigation projects completed in 1978, and also the topic areas of another 90 investigations in progress during 1979.

"Educational Investigation" is the final year subject taken by further education students in the Dip.T. (Further Education) and Associate Diploma in Further Education. It is the vehicle through which further education personnel are given the opportunity to translate their technical knowledge, expertise and experience into pedagogical practice.

TD 258
State Clearinghouse: SA 1·57

Burleigh C E; Kuhl D H; Moller S R
Research into College attendance patterns for electrical apprentices: literature survey. South Australia, Adelaide: Dept of Further Education, 1980, 36p.
ISBN 0 7243 9139 8

Access: Mfiche

Price: Free

Descriptors: Attendance Patterns; Released Time; College Attendance; Apprenticeships

Identifiers: Electrical Apprentices

Abstract: Before making any changes to the existing college attendance patterns for electrical apprentices in the Adelaide metropolitan areas, it was considered necessary to investigate the advantages and disadvantages of the various alternatives and, in particular, for 'day and block' release.

This is the first stage of such an investigation and contains a summary of Australian and overseas attendance patterns together with an analysis of particular research articles dealing with the topic. Special attention is paid to the educational advantages of the alternative patterns, a factor which often takes a minor place with respect to others such as administrative convenience for the college or the demands of employers.

In order to reconcile the findings of the major studies reviewed in the document, the following hypothesis is proposed:

(1) more able students achieve higher theory subject grades on block release than day release.

(2) less able students experience less difficulty in theory subjects on day release than on block release.

Following stages of the study will report on a survey undertaken to confirm the lists of advantages and disadvantages for the various attendance patterns as related to electrical apprenticeship studies in S.A., attempt a more detailed classification of these advantages and disadvantages, and validate the hypotheses stated above.

TD 259
State Clearinghouse: SA 1·58

Lewis C; Liepins C; Wait J
Teaching crafts in geographically isolated areas. Adelaide: Open College of Further Education, 1980, 23p.

Access: Mfiche

Price: Free

Series: (Distance Education Series No. 12)

Descriptors: Art Education; Handicrafts; Vocational Education

Identifiers: Distance Education

Abstract: This document contains the texts of presentations made by two lecturers and one student of the Open College of Further Education, Adelaide, South Australia to a conference on 'Crafts in geographically isolated areas' held in September 1980 at the Centre for Continuing Education, Australian National University, Canberra.

TD 260
State Clearinghouse: SA 1·59

Kinnear D; McCarthy J; Williams R; Scholefield R
National TAFE Clearinghouse user requirements. South Australia, Adelaide: Dept of Further Education, 1980, 17p.
ISBN 0 7243 9142 8

Access: Mfiche

Price: Free

Descriptors: Administrators; Researchers; Teachers; Clearinghouses; Information Systems

Abstract: This document outlines the aims and objectives of a National TAFE Clearinghouse system for Australia and, from these aims and objectives, divides the users of the system into three client groups, these being:

(1) administrators
(2) teachers
(3) researchers

Three people were commissioned to prepare discussion papers dealing with the

requirements of each of the above groups as users of the system. The Clearinghouse provides a number of services which can be utilised by each user group depending upon the nature of the material they need to acquire.

Elements common to each of the three commissioned papers which are consistent with the aims and objectives of the Clearinghouse are presented in a concluding chapter.

TD 261
State Clearinghouse: SA 1·60

Kinnear D H; Kuhl D H; Parkinson K J
The planning and implementation of an Australian TAFE Clearinghouse system. South Australia, Adelaide: Dept of Further Education, 1980, 150p.
ISBN 0 7243 9138 X

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Systems Development; Information Centres; Conference Proceedings; Vocational Education; Technical Education

Abstract: This document describes the procedures for implementing a Technical and Further Education (TAFE) Clearinghouse system within Australia. Its contents are derived from:

(1) confirmed minutes arising from the National TAFE Clearinghouse Conference, 23, 24 August, 1979;

(2) a TAFE Clearinghouse Conference Progress Report adopted by the Conference of TAFE Directors meeting in November, 1979;

(3) an addendum to the Progress Report which was also adopted at the Conference of Directors meeting;

(4) decisions taken at the Conference of Directors meeting;

(5) actions subsequent to the National TAFE Clearinghouse Conference;

(6) implementation and maintenance of the system.

TD 262
State Clearinghouse: SA 1·61

Eyre Peninsula Community College. Council
Eyre Peninsula Community College: an educational brief. Port Lincoln SA: 1980, 175p.

Access: Mfiche

Price: Free

Descriptors: Educational Needs; Community Colleges; Educational Facilities; Technical Education; Vocational Education

Abstract: The educational brief analyses the future technical and further education needs of the population of Eyre Peninsula, with particular emphasis on the need for facilities in Port Lincoln.

TD 263
State Clearinghouse: SA 1·62

Williams B D; Weaver M P
An experience in distance education. Adelaide: Regency Park Community College, 1979, 8p.

Access: Mfiche

Price: Free

Descriptors: Videotape Cassettes; Engineering Education

Identifiers: Distance Education

Abstract: Engineering Materials is a specialist subject which was offered at "middle level" (Engineering Associate) at the South East Community College, Mt Gambier South Australia. Due to the small number of students enrolled for the subject and the lack of a specialist lecturer, thirty one colour video cassette tapes of normal lectures were produced at the Regency Park Community College and presented the following year.

Practicals were conducted in blocks at Regency Park. The advantages of this method over more conventional "correspondence" courses are outlined, together with some limitations. Comments are made on video tape production techniques. Copies of video tapes can be made available for use in other areas. A complete listing of the thirty one lectures with references is given.

TD 264
State Clearinghouse: SA 1·63

Hannaford K St.C
A study of television in the United States and Canada. Adelaide: Advisory Committee to NWS Channel 9, 1980, 42p.

Access: Mfiche

Price: Free

Descriptors: Accountability; Childrens Television; Education Television; Cable Television; Television; Instructional Materials

Abstract: This study was undertaken on behalf of the Advisory Committee to N.W.S. Channel 9 and the Department of Further Education, South Australia. The study was conducted in Honolulu, San

Francisco, Madison (Wisconsin), Toronto, Washington D.C., New York City, Boston and Burlington (Vermont), where the author visited television stations, media reform groups, universities, public libraries, and broadcasting administration and production centres.

The main subjects covered in this report include: public accountability; equal opportunity - the employment and portrayal of women and minorities; and television for learning. Other miscellaneous topics include T.V. on T.V.; alternative ratings system; violence on American television, and access.

TD 265
State Clearinghouse: SA 1·64

Thompson C R
Apprentice education: an educational model analysis. Adelaide: Regency Park Community College, 1979, 51p.

Access: Mfiche

Price: Free

Descriptors: Multiple Regression Analysis; Evaluation; Technical Education; Educational Testing; Apprenticeships; Mastery Learning

Abstract: This investigation attempted to define the major variables which determine student performance in apprentice training. An evaluation was made of the effectiveness of Bloom's (1976) Model of Mastery Learning as given in "Human Characteristics and School Learning", in describing the major variables influencing performances. The results obtained on one hundred and forty eight final year Electrical and Refrigeration apprentices at Kilkenny College of Further Education established the major influence, such as previous mathematical attainment and the instruction received in College, to be important variables that could be described in terms of Bloom's model.

The most significant finding from the study of apprenctices is that when the effects of the need for selection at the end of the course of instruction have been eliminated, then the effects of a course of instruction can be as significant as any other variable affecting student performance. This finding also indicates that a well planned intervention scheme, based on mastery learning paradigms, can bring about significant improvements in performance when economic selection parameters are eliminated.

Analysis of results was completed by use of a Multiple Regression Analysis.

TD 266
State Clearinghouse: SA 1·65

Linke I N
The identification of adult matriculation students at risk. Adelaide: Kensington Park Community College, 1980, 133p.

Access: Mfiche

Price: Free

Descriptors: Adult Students; Academic Failure; Withdrawal

Identifiers: Matriculation Students

Abstract: Data on a variety of cognitive, affective and biographical variables were gained from one hundred and forty one full time adult matriculation students at Kensington Park Community College for the purpose of identifying students 'at risk' of non-success (withdrawal or failure).

Low intelligence, previous unemployment, high anxiety, poor orientation to study and unrealistic self assessment were the best predictors of both withdrawal and failure. A simple threshold technique incorporating these criteria correctly predicted the outcomes (success/non success) of 78% of the students in the sample and was more accurate than a multiple linear regression equation.

The exunemployed constituted the largest group 'at risk'. Compared with other students they had poorer orientation to study, less approval of lecturers, and less acceptance of educational practices and requirements. They were also less realistic and more inclined to over rate their own intelligence.

Implications of the findings are discussed, particularly in relation to counselling.

TD 267
State Clearinghouse: SA 1·66

Knezevic A
A needs analysis for the educational programmes for the Salisbury branch of Elizabeth Community College. Adelaide: Elizabeth Community College, 1980, 23p.

Access: Mfiche

Price: Free

Descriptors: Educational Needs; Community Colleges; Educational Facilities

Abstract: The report determines the accommodation needs for a possible redevelopment of the Salisbury branch of the Elizabeth Community College.

TD 268
State Clearinghouse: SA 1·67

South Australia. Dept of Industrial Affairs and Employment. Training Services Branch

Directory of training courses. Adelaide: 1980, 233p. Published annually.

Access: Hard Copy

Price: Free

Descriptors: Information Services; Education Courses; Directories; Vocational Education

Abstract: The Directory is a guide and handy source of reference to a wide range of vocational courses available in South Australia. Managers, personnel and training specialists, and career guidance counsellors will find it of particular value when planning training or advising their staff or students on the range of courses being presented at the various training institutions. The Directory is intended as a guide only and users are advised to contact the training organisation presenting the course to obtain the latest information on the courses concerned.

TD 269
State Clearinghouse: WA 1·17

McGlew R J
Report on research into training requirements for the heavy duty on road option in the Automotive Mechanical Course. Western Australia, Education Dept, Technical Education Div, Curriculum Research and Development Section, 1979, 23p.

Access: Mfiche Hard Copy

Descriptors: Auto Mechanics; Apprenticeships; Curriculum Development; Curriculum Research

Abstract: Thirty firms which service heavy duty onroad machines were surveyed regarding training requirements for apprentices employed in this industry. The results of this survey revealed the need for additional subject material to be included in the syllabus and for some of the more complex electrical theory to be deleted or modified. The report discusses proposed syllabus changes. Details of the improvements are given in the appendices.

TD 270
State Clearinghouse: WA 1·18

Mattia R
Report on the Tenth Australasian Commercial and Economics Teachers Association Conference held in Canberra 26-31 August 1979 at the Australian National University. Western Australia, Perth: Education Dept, Technical Education Div, 1979, 46p in report and various items.

Access: Mfiche

Price: Free

Descriptors: Business Education; Curriculum Development; Conference Proceedings; Curriculum Evaluation

Abstract: The aim of this conference was to make delegates aware of the requirements when contemplating change to the curriculum. Special attention was paid to Commercial and Secretarial Studies. The central theme of the conference was entitled 'The student or the subject'. Each of the speakers addressed himself to the needs of the community, to the involvement of teachers and to the consideration of students when planning alterations to the syllabus.

The report contains a comprehensive discussion of the sessions. The appendix to the report includes materials available at the conference.

TD 271
State Clearinghouse: WA 1·19

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on Agriculture Protection Board Course conducted at Kununurra 1980. Perth: 1980, 15p.

Access: Mfiche

Price: Free

Descriptors: Australian Aboriginal Education; Job Training

Abstract: In response to the Western Australian Agriculture Protection Board's request, the Division ran a course for Aboriginal field staff employed on a temporary basis by the Board in the Kimberley region. By providing Aboriginal men with a chance to improve skills in literacy, driving and elementary automotive skills, their eligibility for permanent appointment with the Board is improved.

The course was comprised of literacy, driver training and automotive principles. Students attended full time for a period of three weeks, followed at a later stage by a fourth week. It was found that the initial full time section of the course was too long and it is recommended that not all components be run at the same time, in any future courses.

The men involved showed little interest in the literacy and numeracy skills components, and it is recommended that specific research and investigations in certain areas be made before running another similar course.

TD 272
State Clearinghouse: WA 1·20

Albany Technical College. Library Resources Centre

Audiovisual catalogue 1980. Perth: 1980, 60p.

Access: Mfiche

Price: Free

Descriptors: Audiovisual Aids; Educational Resources; Resource Materials; Technical Education; Vocational Education

Abstract: This catalogue lists audiovisual materials and equipment held in the Library Resources Centre of the Albany Technical College.

The catalogue is divided into three sections:

(1) audiovisual materials arranged in classified order

(2) video tapes in alphabetical order and

(3) audiovisual equipment list.

TD 273
State Clearinghouse: WA 1·21

Western Australia. Education Dept. Technical Education Div
Journals catalogue 1980. Perth: 1980, 12p.

Access: Mfiche

Price: Free

Descriptors: Periodicals; Technical Education; Educational Resources

Abstract: The catalogue lists journal titles and holdings of the Library Resource Centre, Bentley Technical College; it is indexed by title and subject.

TD 274
State Clearinghouse: WA 1·22

Western Australia Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Intensive course, basic nutrition conducted at Halls Creek, 22nd - 25th September 1980: Report. Perth: 1980, 9p.

Access: Mfiche

Price: Free

Descriptors: Australian Aboriginal Education; Nutrition; Cooking Instruction

Abstract: This is a report on a course run at Halls Creek in the Kimberley region, to reinforce basic nutrition skills covered in a similar course conducted in 1979. The course covered personal hygiene, homecraft, cooking and nutrition, budgeting and community involvement.

The attendance of 17 persons each day was considered good. Participants were enthusiastic, and most asked if the programme could be run on a regular basis. Recommendations are made for future courses.

TD 275
State Clearinghouse: WA 1·23

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Driver training programme intensive course conducted at Meekatharra 9th June - 4th July 1980, and at Cue 23rd June - 16th July 1980. Perth: 1980, 11p.

Access: Mfiche

Price: Free

Descriptors: Job Training; Driver Education; Australian Aboriginal Education

Abstract: The driver training programme is run to provide aboriginal men with theoretical knowledge of the road rules. Possession of the Motor Drivers Licence opens up opportunities for employment with mining companies operating in the area. Objectives of the programme are to improve driving, or to lead students to the stage of passing the Learner's Permit test, and to develop driving skills to enable students to pass the Motor Drivers Licence.

The course run at Meekatharra attracted 12 enrolments but only 8 participants. The course run at Cue attracted 11 participants. With the use of the Branch's Driver Training Kit, skills were improved to differing levels - from passing the Learner's Permit test, to successful completion of the practical driving test.

TD 276
State Clearinghouse: WA 1·24

Western Australia. Education Dept. Technical Education Div. Adult AboriginalEducation Branch
Aboriginal trades assistant training programme conducted at Rockingham Technical College 1980: Report. Perth: 1980, 23p.

Access: Mfiche

Price: Free

Descriptors: Job Training; Technical Education; Australian Aboriginal Education

Abstract: This document reports on a course run to give Aboriginal people a chance to obtain metal trades skills, so that they might more readily find employment as trades assistants.

A 12 week course was run at the Rockingham Technical College, consisting of four weeks' tuition and either eight weeks on-the-job training, or placement in the State/Commonwealth Trade Training Programme.

Skills attained and subsequent employment success are reported on, and recommendations made for any future similar courses.

TD 277
State Clearinghouse: WA 1·25

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on short term intensive course; shearing, conducted at Marribank 6th - 7th October 1980. Perth: 1980, 5p.

Access: Mfiche

Price: Free

Descriptors: Australian Aboriginal Education; Job Training; Vocational Education

Identifiers: Shearing

Abstract: The document reports on a course run for Aboriginal people in the south west of the State, by the Adult Aboriginal Education Branch. Students were selected through the regional Commonwealth Employment Service office and funded through the N.E.A.T.S. scheme for the period of the course.

At the completion of the course, three students had reached a level of sufficient ability to allow them to be placed on learner stands in a shearing team, while the remainder had acquired enough proficiency to be placed in shearing teams. The CES is currently attempting to place students in employment where the skills learned during the course can be applied.

TD 278
State Clearinghouse: WA 1·26

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on introduction to bookkeeping intensive course conducted at Kalgoorlie September 22 - October 20, 1980. Perth: 1980, 10p.

Access: Mfiche

Price: Free

Descriptors: Bookkeeping; Australian Aboriginal Education; Office Occupations Education

Abstract: This is a report on a course in bookkeeping and office management run for aboriginal people in Kalgoorlie.

The course was structured to introduce students to: (a) petty cash, cheques, bank statements, bank reconciliation statements, cash receipts, cash payments; (b) filing, including incoming and outgoing mail, order forms and invoices; (c) conducting meetings; (d) accounting, including assets, liabilities, expenses and income, wages, credit notes, monthly statements, returns and allowances.

The report recommends that an Education Officer hold discussions with Aboriginal groups before running another similar course, to ascertain if there is a genuine desire to learn such skills and to determine what type of course is best suited to the Aboriginal community. Such discussions would also seek the viewpoint of Aboriginals as to when and where the courses should be offered, and the duration of the courses.

TD 279
State Clearinghouse: WA 1·27

Bentley Technical College
Audiovisual materials catalogue, 1980. Perth: 1980, 20p.

Access: Mfiche

Price: Free

Descriptors: Audiovisual Aids; Resource Materials; Educational Resources; Technical Education

Abstract: This catalogue lists audiovisual materials held in the Library Resource Centre of the Bentley Technical College, with material indexed by subject and medium.

TD 280
State Clearinghouse: WA 1·28

Tomkinson D
Report on a survey into training requirements for the certificate in sheetmetal work. Western Australia, Perth: Education Dept, Technical Education Div, 1980, 13p.

Access: Mfiche

Price: Free

Descriptors: Industrial Training; Job Training; Sheetmetal Work

Abstract: This is a review of training requirements for the Certificate in Sheetmetal Work. Twelve firms in the industry were surveyed by questionnaire and a summary of the results is presented. A revised modular course for the Certificate of Sheetmetal Work is recommended to overcome existing inefficiencies in the present course.

TD 281
State Clearinghouse: WA 1·29

Perth Technical College
16mm classified film catalogue 1980. Perth: 1980, 14p.

Access: Mfiche

Price: Free

Descriptors: Films; Resource Materials; Audiovisual Aids; Educational Resources; Technical Education

Abstract: This is a classified catalogue of 16mm films held in the Library Resource Centre of the Perth Technical College.

TD 282
State Clearinghouse: WA 1·30

Balga Technical College
Catalogue of audiovisual materials. Perth: 1980, 107p.

Access: Mfiche

Price: Free

Descriptors: Audiovisual Aids; Educational Resources; Resource Materials; Technical Education

Abstract: The catalogue lists audiovisual resources and equipment held in the Library Resource Centre of the Balga Technical College. Material is indexed in classified order by subject.

TD 283
State Clearinghouse: WA 1·31

Western Australia Education Dept. Technical Education Div. Staff Development Section
Staff development projects: report abstracts 1979. Perth: 1980, viii, 40p.

Access: Mfiche

Price: Free

Descriptors: Staff Development; Released Time; Inservice Education

Identifiers: Study Tours

Abstract: This document presents abstracts of reports on the work of the Staff Development Section. It is divided into 5 sections:

(1) inservice courses;
(2) local conferences;
(3) interstate and overseas conferences;
(4) study visits and projects;
(5) release to industry.

Details included are name of author, project title and reference number for each abstract.

TD 284
State Clearinghouse: QLD 1·36
Designing vocational courses: observations in other countries' practices. Queensland, Brisbane: Dept of Education, Technical and Further Education Div, 1980, 185p.

Access: Interlib

Price: Free

Descriptors: Course Organization; Curriculum Design; Curriculum Development; Educational Responsibility; Comparative Analysis; Vocational Education; Apprenticeship

Identifiers: France; Germany; Canada; United States; United Kingdom

Abstract: The various organisations who have the responsibility and authority for course design in France, Germany, England, Ontario, British Columbia and some parts of the U.S.A are described. Aspects of these overseas systems are related to the curriculum development processes in T.A.F.E. in Queensland.

In general, it is considered that vocational courses in these countries are designed in a more or less similar manner to those designed in Queensland. However, curriculum development processes differ in that the authority and responsibility for this aspect of courses is often held by agencies external to the education ministries and the colleges.

There is a growing recognition that education for skilled occupations must succeed in equipping people with transferable skills.

TD 285
State Clearinghouse: QLD 1·37

Standfast T J
Access to recurrent education for the disadvantaged adult: a Churchill Fellowship study. Queensland, Brisbane: Dept of Education, Technical and Further Education Div,, 1979, 124p.

Access: Interlib

Price: Free

Descriptors: Adult Education; Adult Learning; Adult Students; Lifelong Learning; Disadvantaged Environment; Learning Disabilities; Technical Education; Admission Criteria; Curriculum; Educational Environment; Teaching Methods; Functional Literacy; Educationally Disadvantaged

Abstract: This study examines the difficulties that some adults face in gaining access to recurrent education.

Major functional barriers to education access are identified as educational, psychological, and socioeconomic. A review is made of attempts to reduce these barriers in the U.K., focusing on the adult and further education (T.A.F.E.) systems in that country. Current needs within Australia/ Queensland are then considered, culminating in recommendations aimed at three operational levels of the T.A.F.E. system; policy making, institutional management and teaching practice. These recommendations include; the modification of teaching

practices; admissions policies; curriculum; and the physical learning environment.

TD 286
State Clearinghouse: QLD 1·38

Queensland. Dept. of Education. Technical and Further Education Div. Resource Management Branch
T.A.F.E. in the Gladstone District. Brisbane: 1980, 82p.

Access: Hard Copy

Price: Free

Descriptors: Demography; Industry; Labour Force; Economic Factors; Educational Assessment; Educational Planning; Educational Facilities; Facility Utilization Research; Facility Planning; Facility Case Studies; Needs Assessment; College Planning; Postsecondary Education; Technical Education

Abstract: This report provides a detailed demographic, industrial, economic and educational investigation of the Gladstone T.A.F.E. District in order to ascertain its postsecondary potential. Planning and construction details of the proposed Gladstone College of T.A.F.E. are also given.

TD 287
State Clearinghouse: ACT 1·35

University of New South Wales Institute of Languages.
Projects for a 'survival' English course for overseas students. Australia, Canberra: Department of Education, 1979, 16p.

Access: Hard Copy

Price: Free

Series: (TEFL/TESL Newsletter v.4 n.2)

Descriptors: English (Second Language); Migrant Adult Education; Speech Skills; Non English Speaking

Identifiers: Adult Migrant Education; Oral "Survival" Skills for Non-English Speaking Students; Overseas Students

Abstract: The article discusses material for various categories of overseas students in Australia. Emphasis is on oral work. The article describes a 'survival' module of material for various categories of overseas students all of whom will live in Australia for at least 9 months and whose main need is for oral skills.

The 10 projects are: 1(a) the University of New South Wales campus - facilities 1(b) the University of New South Wales campus - activities (2) supermarkets, (3) transport in Sydney, (4) post office, banking, telephones, (5) medical, (6) shopping, (7) leisure I, (8) accommodation, (9) leisure II.

TD 288
State Clearinghouse: ACT 1·36

Flannigan M (ed)
Coming back: the mature age student returning to study in TAFE. Canberra: Canberra College of Technical and Further Education, 1980, 112p.

Access: Hard Copy

Price: Free

Descriptors: Student Needs; Educational Opportunities; Adult Education

Abstract: The document presents many of the findings arrived at and papers delivered to a four day conference to consider the various problems of the mature student returning to study in TAFE. Such students were frequently seen to suffer anxiety, lack study skills and start with a lower academic level than in other tertiary sectors.

Papers in the document cover such topics as: confidence building and self awareness; coping with unemployment; public relations; counselling; designing appropriate learning situations; learning in a work environment; effects of technological change; migrants; women; handicapped persons.

TD 289
State Clearinghouse: ACT 1·37

Australia. Department of Education
Bulletin: Information on courses in TEFL/TESL, migrant and multicultural education and ethnic studies. Canberra: Published annually in September., Approx 90p.

Access: Hard Copy

Price: Free

Descriptors: Multicultural Education; Ethnic Studies; Courses; Higher Education; English (Second Language); Migrant Adult Education; Course Content

Identifiers: Student Information (i.e. Information for Students). Adult Migrant Education, Course Outlines, Australian Tertiary Institutions

Abstract: The publication provides information on courses in TEFL/TESL, migrant and multicultural education and ethnic studies at tertiary institutions in Australia. It is used by students proposing to undertake studies in the area, and by educational institutions planning to introduce or review courses in the area.

TD 290
State Clearinghouse: ACT 1·38

Australia. Dept of Education
TEFL/TESL Newsletter. Canberra: Three times per annum, February, May, October, 50p. (approx)

Access: Hard Copy

Price: Free

Descriptors: English (Second Language); Teaching Methods; Teachers; Migrant Adult Education; English Instruction

Abstract: The publication aims to provide teachers of English as a foreign or second language in Australian migrant education programmes and teachers of overseas students with a forum for professional discussion, to give expression to current Australian development, observations etc. in the TEFL/TESL area, and to present overseas articles of particular note. A number of articles from 'TEFL/TESL Newsletter' appear as separate entries in 'Initiatives in Technical and Further Education'.

TD 291
State Clearinghouse: ACT 1·39

Australia. Dept of Education
Asian language notes: some likely areas of difficulty for Asian learners of English. Canberra: Published irregularly (Vol. 4 published 1979), 60p. per issue (approx)

Access: Hard Copy

Price: Free

Series: (Occasional papers Nos 1-4)

Descriptors: English (Second Language); Learning Problems; Teaching Guides; Migrant Adult Education

Identifiers: Adult Migrant Education; Various Languages Covered; Asian Refugees

Abstract: This document provides teachers of Asian refugees with an indication of difficulties likely to be encountered with pronunciation and structures of English. Reasons for difficulties are given and remediation strategies suggested. Each issue deals with one or more languages likely to influence refugee learners' efforts with English. Available are: No. 1 - Burmese, Chinese, Khmer, Vietnamese; No. 2 - Tetum and Portugese, Japanese; No. 3 - Indonesian/Malay; No. 4 - Thai/lao.

TD 292
State Clearinghouse: ACT 1·40

Australia. Tertiary Education Commission
Selected TAFE Statistics. Canberra: Annual publication, 60p. (approx)

Access: Interlib

Price: Free

Descriptors: Statistical Data; Expenditures; Enrolment Trends; Teachers; Data Collection; Teacher Qualifications; Salaries

Identifiers: Australia. Tertiary Education Commission. Technical and Further Education

Abstract: The statistics published in this bulletin are derived from the annual TAFE statistical collection which is conducted by the Tertiary Education Commission. The scope of this collection includes all the TAFE programs conducted by institutions which are either administered or coordinated by a major TAFE, agricultural or advanced education authority, or other government or statutory authority.

Statistics cover institutions by type, size, authority and State/Territory; enrolments by stream, field, type and authority; teaching staff by type and authority; annual teaching effort by type, stream, authority, salary, qualifications and years of service; and recurrent and capital expenditure by type of expenditure and authority.

TD 293
State Clearinghouse: ACT 1·41

Ireland J
The Brian Abbs workshop. Australia, Canberra: Dept of Education, 1979.

Access: Hard Copy

Price: Free

Series: TEFL/TESL Newsletter Vol 4 n.2)

Descriptors: English (Second Language); Curriculum Evaluation; Teaching Methods; Curriculum Development; Courses; Migrant Adult Education

Identifiers: Adult Migrant Education; Teaching; Workshop Report

Abstract: This is an account of a 5-day workshop in Victoria conducted by Abbs, U.K. author of coursebooks for foreign learners of English, on communicative language teaching, syllabus design etc. The effectiveness of particular methods was examined critically and emphasis was away from the teacher dominated classroom. A function based syllabus looked first at students' language needs.

TD 294
State Clearinghouse: VIC 1·20

TAFE Staff Development Standing Committee
TAFE staff development policy statement

1979. Victoria, Melbourne: Education Dept, Technical Schools Div, 1979, 19p.

Access: Hard Copy

Price: Free

Descriptors: Staff Development; Technical Education; Position Papers

Identifiers: Victoria

Abstract: The purpose of this document is to provide a policy framework for the operation of staff development for TAFE providers in Victoria. The document concentrates of the following:

(1) TAFE in Victoria;
(2) relationship of staff development to TAFE philosophy;
(3) definition of staff development;
(4) aims and principles of staff development;
(5) needs and priorities in Victoria;
(6) strategy;
(7) constraints;
(8) administrative structures;
(9) types of staff development activities.

TD 295
State Clearinghouse: VIC 1·21

Davis K
For the part time teacher. Victoria, Melbourne: Education Dept, TAFE Staff Development, 1979, 62p.

Access: Hard Copy

Price: Free

Descriptors: Teacher Education; Part Time Faculty; Teaching Methods; Effective Teaching; Courses

Abstract: This publication provides a brief guide for untrained part time teachers working in Technical and Further Education in Victoria, to some of the following issues;

(1) the courses TAFE offers in Victoria;
(2) the types/backgrounds of TAFE students;
(3) types of teaching methods/strategies;
(4) learning aids;
(5) testing and setting assignments;
(6) general administrative procedures in TAFE Colleges.

The publication is generally used in conjunction with an induction program conducted by experienced trainers.

TD 296
State Clearinghouse: VIC 1·22

Knott G
Skills development program; pilot projects 1979. Victoria, Melbourne: Education Dept, TAFE Services, 1979, 26p.

Access: Hard Copy

Price: Free

Descriptors: Skill Development; Vocational Education; Pilot Projects; Unemployment; Evaluation

Identifiers: Metal Polishing; Saddlery

Abstract: A skills development program was designed to assist industry by training suitable unemployed people. An evaluation of pilot courses was undertaken in 1978. Those courses which were evaluated had been implemented by the Industrial Training Commission of Victoria in conjunction with Collingwood (TAFE) Technical College; the courses were Harness, Saddle and Bridlemaking, and Metal Polishing.

A flexible evaluation model was designed to assess the practicality and worthwhileness of the initial courses. This model can be used as a concurrent trouble shooting exercise for any future training of the type. The paper is critical of the laxity in planning and implementation by the I.T.C. administrators, and the lack of supervision and suitable training offered by the college. It stresses the need for full cooperation and better understanding by industry.

TD 297
State Clearinghouse: VIC 1·23

Victoria. Education Dept. Applied Art Standing Committee. Craft Working Group
TAFE craft seminar 1979. Victoria, Melbourne: Education Dept, Technical Schools Div, 1979.

Access: Hard Copy

Price: Free

Descriptors: Handicrafts; Needs Assessment; Art; Seminars

Identifiers: Craft Industry

Abstract: This document reports on the proceedings of a seminar which was held to consider the development of Certificate of Applied Art Courses in Crafts. Suggestions are made for planning craft courses. Contained in the document is a report on the needs of country communities and possible solutions by an officer of the Crafts Board of the Australian Council. Details of existing Certificate of Applied Art Courses are included.

TD 298
State Clearinghouse: VIC 1·24

Findlow R; Mackenzie B; Peters L
Vocational survey: a study of the carpentry and joinery industry in Victoria. Victoria,

Melbourne: Education Dept, TAFE Services, 1979, 105p.
ISBN 0 7241 2953 7

Access: Hard Copy

Price: Free

Descriptors: Job Analysis; Curriculum Development; Carpenters

Abstract: An occupational analysis was made of the carpentry and joinery trade in Victoria. The findings reported in this study are being used as a basis for curriculum development.

TD 299
State Clearinghouse: VIC 1·25

Spendlove R C
Mitsubishi Electric Corporation (Hitachi). Collingwood Vic: Collingwood Technical College, 1979, 22p.

Access: Hard Copy

Price: Free

Descriptors: Reports; Evaluation; Electronic Industry; Training Methods

Abstract: This is a report on the manufacturing processes of the Mitsubishi Corporation, particularly with respect to electric machines (motors etc).

TD 300
State Clearinghouse: VIC 1·26

Victoria. Education Dept. TAFE Services
An overview of the Instructional Systems Model. Melbourne: 1980, 10p.
ISBN 0 7241 3840 4

Access: Hard Copy

Price: Free

Descriptors: Vocational Education; Systems Analysis; Curriculum; Instructional Systems; Models

Abstract: This is a summary document for the Instructional Systems Model. It is used as a brief description for this particular curriculum model.

TD 301
State Clearinghouse: VIC 1·27

Brown R J
The promotion of TAFE in Victoria. Victoria, Melbourne: Education Dept, TAFE Services, 1979, 17p.

Access: Hard Copy

Price: Free

Descriptors: Public Relations; Technical Institutions

Identifiers: Victoria

Abstract: This paper provides a basic outline of the strategy adopted by the Victorian TAFE Public Relations and Information Committee to achieve the basic strategy of raising public awareness of TAFE.

Ten public relations media are outlined, as well as variety of specific activities planned by the committee.

TD 302
State Clearinghouse: VIC 1·28

Macdonald C
Evaluation of self paced learning in the Panel beating Department, Richmond Technical College. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 52p.
ISBN 0 7241 3880 3

Access: Hard Copy

Price: Free

Descriptors: Evaluation; Student Motivation; Trade and Industrial Education; Apprenticeships; Individualized Instruction

Identifiers: Panel Beating

Abstract: An evaluation of self paced learning was conducted at Richmond Technical College from August to December 1979. The aim was to ascertain the effectiveness of self pacing as a teaching strategy in the panel beating trade. This document contains the report of that evaluation.

TD 303
State Clearinghouse: VIC 1·29

Macdonald C
Individualized instruction in vocational education: summary report. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 23p.
ISBN 0 7241 3472 7

Access: Hard Copy

Price: Free

Descriptors: Individualized Instruction; Adult Learning; Vocational Education; Evaluation

Abstract: This report is a summary of the literature on individualized instruction in vocational education. Included within this document are:

(1) General comments relating to:
(a) individualized instruction;
(b) an outline of considerations relating to training and education.
(2) Recommendations which pertain to the establishment of individualized instructional programs;

(3) priorities for research and evaluation related to individualized instruction;

(4) a synopsis of the detailed report.

TD 304
State Clearinghouse: VIC 1·30

Burns I B
Better TAFE programs: seminar on apprentice training. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 5p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Trade and Industrial Education; Curriculum Development; Program Improvement

Identifiers: Victoria

Abstract: This document contains a concise outline of a number of factors needed to be pursued to improve the quality of TAFE programs.

TD 305
State Clearinghouse: VIC 1·31

State Council for Technical Education
Victorian TAFE strategy. Victoria, Melbourne: Education Dept, Technical Schools Div, 1980, 68p; 2 maps.

Access: Hard Copy

Price: Free

Descriptors: Data Bases; Facility Planning; Curriculum Development; Organizational Development

Identifiers: Victoria

Abstract: A strategy has been prepared for the development of TAFE in Victoria to 1996. This strategy will help to ensure that the learning needs of Victorian adults and young people who have left school will be met where and when needed, at a cost the community can afford.

It is proposed that a central authority should be established, with 18 regional TAFE Colleges being locally controlled and multicampus in character.

TAFE is a major provider of vocational education, with substantially increasing and predicted enrolments. Taking this anticipated growth into account, it is estimated that the sum of 350 million dollars will be needed to provide satisfactory accommodation over a period of 15 years.

The present volume covers organisation, curriculum and facilities.

TD 306
State Clearinghouse: VIC 1·32

Litherland R; Mackenzie B
Occupational analysis - bricklaying duty task documents. Victoria, Melbourne: Education Dept, TAFE Services, 1979, 342p.

Access: Hard Copy

Price: Free

Descriptors: Job Analysis; Apprenticeships; Curriculum Development

Abstract: This study is a comprehensive list of duties and associated tasks and subtasks that are performed in the bricklaying trade.

TD 307
State Clearinghouse: SA 1·68

South Australia. Training and Development Branch. Committee of Review of the Work & Organisation
A review of the work and organisation of the Training and Development Branch, 1978. South Australia, Adelaide: Dept of Further Education, 1979, 103p.

Access: Mfiche

Price: Free

Descriptors: Organizational Effectiveness; Evaluation; Organization

Abstract: The principal concern of the review was how best to provide effective training, and training and development services within the Department of Further Education and to its clients.

Structured interviews were carried out with one hundred individuals. As well, the Committee met with clients from fourteen organisations.

This document contains details of historical background, submissions to the Review Committee, a survey of participants, and outlines, findings and conclusions. Thirteen recommendations are made.

TD 308
State Clearinghouse: SA 1·69

Keegan D J
Student support services and dropouts at the Open University. South Australia, Adelaide: Open College of Further Education, 1980, 32p.

Access: Mfiche

Price: Free

Series: (Distance Education Series No. 9)

Descriptors: Extension Education; Dropouts; Student Personnel Services

Abstract: This is a study of the student support services of the Open University of the United Kingdom, and the dropout/retention rates of its students. It is inferred that the Open University has been successful in reducing drop outs to an acceptable

minimum and that some of the credit for this achievement is to be attributed to the student support services.

TD 309
State Clearinghouse: SA 1·70

South Australia. Dept of Further Education
TAFE as a partner in tertiary education. Adelaide: 1979, 16p.

Access: Mfiche

Price: Free

Series: (Discussion Paper No. 1)

Descriptors: Postsecondary Education; Higher Education; Technical Education; Status

Abstract: In the early 1970s, Technical and Further Education (TAFE) had a public image as a possible educational path beyond compulsory schooling, but one clearly distinct from that offered by universities and colleges of advanced education and called 'tertiary'. It was in 1977 that the Federal Government chose to use the term 'tertiary' to cover the full range of post school educational opportunities.

This paper reviews the position of TAFE as a partner in tertiary education. It examines the position as it existed in 1979 in all States and, in particular, reviews the series of enquiries into postsecondary education and the effects of these enquiries on the status of TAFE.

TD 310
State Clearinghouse: SA 1·71

South Australia. Dept of Further Education. Working Party on Educational Needs of Physically Disabled Adults
Physically disabled adults. Adelaide: 1980, 20p.

Access: Mfiche

Price: Free

Series: (Discussion Papers 1-6)

Descriptors: Disabilities; Deafness; Access To Education; Blindness; Accessibility (for Disabled); Mainstreaming; Physical Disabilities; Adult Education; Equal Education

Abstract: These six discussion papers were prepared by the Working Party on the Educational Needs of Physically Disabled Adults to provoke thought, interest and discussion within the Department of Further Education and the community in general. The papers are deliberately brief and forthright, and seek to change prevailing attitudes towards physically disabled persons.

The titles are:
1. What's in a name?
2. Mainstreaming;
3. Access;
4. Personal development;
5. Housebound and institutionalised persons;
6. Equality of educational opportunity for ALL adults?

TD 311
State Clearinghouse: SA 1·72

Kloeden L A
Overseas observations of the Director General of Further Education, South Australia 1979. South Australia, Dept of Further Education, 1979, 131p.

Access: Mfiche

Price: Free

Descriptors: Technical Education; Vocational Education; Educational Administration

Identifiers: Study Tours

Abstract: This is a report on an overseas study tour of USA, Canada, United Kingdom, France and Germany from April to June 1979, with observations on the provision of vocational/technical training and of employment conditions. The document contains recommendations concerning the structure and administration of the Department of Further Education in South Australia.

TD 312
State Clearinghouse: SA 1·73

Berry K M; Kuhl D H
The training requirements of the clothing industry: a survey of selected occupations. South Australia, Adelaide: Dept of Further Education, 1979, 125p.
ISBN 0 7243 9130 4

Access: Mfiche

Price: Free

Descriptors: Fashion Industry; Job Training; Vocational Education

Identifiers: Clothing Industry

Abstract: This survey was conducted in order to determine the training requirements of the clothing industry in South Australia. The results and findings are intended to be used as a means of upgrading and revising the existing Clothing Production Certificate Course and of providing suitable training programmes for other key occupations within the industry.

The survey was conducted by means of structured interviews with senior managers

of clothing firms. This data and data extracted from the Australian Bureau of Statistics industry and occupation records were analysed. Analysis resulted in a profile of occupations being developed for all major occupation groups in the clothing industry.

Twenty findings were obtained from the survey data. In general, results suggest that the training needs of clothing industry in South Australia are diverse, with differing needs for different types of firms. The diversity is attributed to size of firm, type of merchandise, range of machinery, methods of production, and quality of products.

Curriculum issues and recommendations are given.

TD 313
State Clearinghouse: SA 1·74

O'Neill M A; Williams J N
Port Pirie Community College of Further Education - an educational needs analysis. South Australia, Adelaide: Dept of Further Education, 1980, 186p.

Access: Mfiche

Price: Free

Descriptors: Community Colleges; Educational Needs; Educational Planning

Abstract: The Department of Further Education has been concerned to investigate the need for community college facilities at Port Pirie. This educational specification seeks to assist the Department in planning for the educational needs of the community under study.

The specification has been developed largely from four sources of information:

(1) past and present participation rates in further education at the existing college;

(2) future likely participation rates after consideration of population projections for the study area;

(3) local committee investigations to discover and quantify the needs of the community for educational offerings in specific programme area;

(4) the views of selected people within the study area.

TD 314
State Clearinghouse: SA 1·75

Saunders J M; Smith C J
The Croydon Park College Intervention Programme: a report on the introduction and continuing development of an intervention programme for academically 'at risk' apprentices at Croydon Park College. South Australia, Adelaide: Dept of Further Education, 1979, 125p.

Access: Mfiche

Price: Free

Descriptors: Intervention; Literacy; Apprenticeships; Student Characteristics; Development Programs

Identifiers: Numeracy

Abstract: As a result of growing concern in Department of Further Education colleges regarding the many apprentices and other certificate students experiencing difficulty in their courses, research was undertaken in the School of Automotive Engineering at Croydon Park College.

Objectives were to:

(a) determine why students were experiencing difficulty;

(b) provide means of predicting the likelihood of student difficulty;

(c) develop an intervention assistance programme for students found to be at risk;

(d) introduce and develop a lecturer training programme to give lecturers an increased awareness of student learning difficulties and to provide them with the insight and skills necessary to enable them to help students in need.

It was found that the majority of automotive apprentice students who encountered difficulties in their courses did so because of inadequacies in literacy, numeracy and study skills rather than because of a lack in general ability. A battery of tests appropriate to the needs of students, was developed.

The research indicates that it is possible to use pre-course testing to identify 'at risk' students and that the assistance programme increased student learning efficiency, motivation and consequently reduced overall teaching time.

TD 315
State Clearinghouse: SA 1·76

South Australia. Dept of Further Education *Technical Studies Conference 4-5 October, 1979.* Adelaide: 1979, 35p.

Access: Mfiche

Price: Free

Descriptors: Technical Education; Trade and Industrial Education; Educational Planning; Technical Education

Abstract: This is a report on a Department of Further Education Technical Studies Conference held on 4-5 October, 1979.

The purpose of the conference was to:

(1) review the activities of the Technical Studies Committee during its first year;

(2) determine the role of the Technical Studies Committee during the next twelve months;

(3) consider the functions of the Technical Studies Committee during the next twelve months;

(4) elect three new members to the Technical Studies Committee.

The five recommendations which are included deal with executive, advisory, and information matters.

TD 316
State Clearinghouse: SA 1·77

South Australia. Dept of Further Education
Index of documents published prior to 1979 submitted to South Australian TAFE Clearinghouse: part 1. Adelaide: 1981, 6p.

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Trade and Industrial Education

Abstract: This index is part 1 of a list of projects published prior to 1979, which have been submitted for accessioning into the South Australian TAFE Clearinghouse. Documents published since 1979 are now being accessioned into the National TAFE Clearinghouse system. Copies of documents listed in this index are available from the South Australian TAFE Clearinghouse Officer.

TD 317
State Clearinghouse: SA 1·78

South Australia. Dept of Further Education
Index of documents published prior to 1979 submitted to South Australian TAFE Clearinghouse: part 2. Adelaide: 1981, 6p.

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Trade and Industrial Education

Abstract: This index is part 2 of a list of projects published prior to 1979, which have been submitted for accessioning into the South Australian TAFE Clearinghouse. Documents published since 1979 are now being accessioned into the National TAFE Clearinghouse system. Copies of documents listed in this index are available from the South Australian TAFE Clearinghouse Officer.

TD 318
State Clearinghouse: SA 1·79
Submission to Committee of Enquiry into Education in South Australia (Term of Reference No. 3). South Australia, Adelaide: Dept of Further Education, 1980, 235p. (Main submission document, supported by 11 occasional papers.)
ISBN 0 7243 9143 6

Access: Mfiche

Price: Free

Descriptors: Administrative Organization; Human Resources; Vocational Education; Technical Education; Educational Resources

Identifiers: Keeves Enquiry; South Australia. Committee of Enquiry Into Education

Abstract: In response to the Committee of Enquiry into Education in South Australia (Keeves), the Department of Further Education has produced this major submission, supported by a number of occasional papers and several minor submissions on specific matters of concern. This document addresses Term of Reference 3 - dealing with organisational relationships and management of financial, human and other resources concerning the Education Department, Department of Further Education and Childhood Services.

Before recommending the continued existence of the Department of Further Education as a department of state, considerable background information and argument is provided with respect to the TAFE in the Australian and South Australian context.

TD 319
State Clearinghouse: SA 1·80

Parkinson K J; Franklin I L
The influence of economic factors on practice in further education. South Australia, Adelaide: Dept of Further Education, 1980, 24p.
ISBN 0 7243 9144 4

Access: Mfiche

Price: Free

Series: (Occasional Paper No. 1)

Descriptors: Economic Factors; General Education; Technical Education; Vocational Education

Abstract: This paper on the influence of economic factors on practice in technical and further education suggests that in times of economic difficulty, such as the present, money for further education is restricted. This restriction causes a shift in priorities in TAFE towards vocational education and away from liberal education.

TD 320
State Clearinghouse: SA 1·81

Ward B J
The influence of demographic factors on

TAFE. South Australia, Adelaide: Dept of Further Education, 1980, 73p.
ISBN 0 7243 9145 2

Access: Mfiche

Price: Free

Series: (Occasional Paper No 2.)

Descriptors: Demography; Technical Education; Geographic Distribution; Vocational Education; Popular Trends

Abstract: This paper highlights strong present and future growth in the adult population, trends which run counter to the school age population. It is shown that there are important and large consequences for TAFE, the magnitude of which requires adjustments far in excess of those required of the universities and CAEs.

TD 321
State Clearinghouse: SA 1·82

Swain R; Cappo J M
The effect of technological change on TAFE. South Australia, Adelaide: Dept of Further Education, 1980, 69p.
ISBN 0 7243 9147 9

Access: Mfiche

Series: (Occasional Paper No. 4)

Descriptors: Technological Advancement; Skills; Retaining; Industrial Education; Technical Education

Abstract: Major technological changes are now occurring at shorter intervals than the time required by current TAFE systems for course revision, staff retraining and equipment replacement. Consequently, some TAFE staff teach students in courses which urgently require revision, on superseded equipment, a set of skills that does not include the new skills required by new technology which is being continually introduced into industry and commerce. To keep fully abreast of technological change could require the retraining of 14% of staff each year and the expenditure of an additional 1.6 million dollars annually on equipment.

TD 322
State Clearinghouse: SA 1·83

Battye V M
Women in the Department of Further Education. South Australia, Adelaide: Dept of Further Education, 1980, 60p.
ISBN 0 7243 9148 7

Access: Mfiche

Price: Free

Series: (Occasional Paper No. 5)

Descriptors: Womens Education; Vocational Education; Unemployment; Employed Women

Abstract: Although women's participation in the paid workforce is increasing, the concentration still remains in a relatively narrow range of occupations, many of which are threatened by technological change. Young women who constitute the largest group of unemployed continue to seek employment in this narrow range. A Department of Further Education policy statement commits the Department to ensuring that a wide range of vocational courses are available to women. The implementation of this policy can assist in overcoming the barriers to women entering areas of employment traditionally relatively inaccessible.

TD 323
State Clearinghouse: SA 1·84

Mathers R B; Byrne M J; Ryan R J
Upper secondary education. South Australia, Adelaide: Dept of Further Education, 1980, 45p.
ISBN 0 7243 9153 3

Access: Mfiche

Price: Free

Series: (Occasional Paper No. 8)

Descriptors: Secondary Education; Development Programs; College Programs; Curriculum

Abstract: The paper discusses educational programmes for students in a crucial transitional period as they pass from childhood to become adults with responsibilities for their working and civic life. Attention is also paid to the needs of the majority of people in this age group who do not proceed to Years 11 and 12. TAFE has a role in enriching the options available to students in this age group by broadening the curriculum available to school students, by developing alternative forms of education, and by providing programmes to those who wish to combine employment with further study.

TD 324
State Clearinghouse: SA 1·85

Stanford B; Wallace M; Keegan D; Fairbrother R
Distance education. South Australia, Adelaide: Dept of Further Education, 1980, 46p.

Access: Mfiche

Price: Free

Series: (Occasional Paper No. 9)

Descriptors: Vocational Education; Adult Education; Extension Education

Identifiers: Distance Education

Abstract: The philosophy of the provision of distance education is described in the context of the operation of the Open College as one of the network of 28 Department of Further Education colleges. The nature of and demand of courses, and the type of adult enrolling for courses make the Open College the State's most significant and diverse provider of external studies in the tertiary sector. The provision, in response to demands, is almost totally vocational.

TD 325
State Clearinghouse: SA 1·86

Brown A J; Kenworthy B
Applications of educational technology in TAFE. South Australia, Adelaide: Dept of Further Education, 1980, 39p.

Access: Mfiche

Price: Free

Series: (Occasional Paper No. 10)

Descriptors: Systems Approach; Vocational Education; Technical Education; Educational Technology

Abstract: This paper discusses application of the systems approach and of resource based learning in technical and further education. It examines existing educational delivery systems and the potential impact of new technological developments on those systems, and presents for consideration a number of initiatives which could be taken to use technology to improve the efficiency and effectivenss of the teaching/learning process.

TD 326
State Clearinghouse: SA 1·87

Lehman G R
Work experience for Commercial students. Adelaide: Elizabeth Community College, 1979, 50p.

Access: Mfiche

Price: Free

Descriptors: Work Experience; Vocational Education; Office Occupations

Abstract: Research was undertaken to evaluate the 1979 Elizabeth Community College Work Experience Programme for Commercial students. The opinions of participating students and employers were gained from questionnaires, and further voluntary comments were made by several interested employers and students.

The responses confirm that work experience can be a realistic extension of classroom training, and can give students a helpful introduction to work expectations. The importance of having understanding employers who are prepared to accept the student for training, was highlighted.

It has become evident that careful preparation of all participants is necessary, and that the skills of oral communication, grammar and typing accuracy are particulary important. The development of the personal attributes of the students, such as reliability, responsibility and the ability to handle frustration and work pressure was found to be necessary.

TD 327
State Clearinghouse: SA 1·88

Lower South East Link Course Authority
Submission to Standing Committee on Education Inquiry: the effectiveness of Australian schools in preparing young people for the work force, with particular emphasis on literacy and numeracy. Mount Gambier SA: South East Community College, 1979, 53p.

Access: Mfiche

Price: Free

Descriptors: Literacy; Adolescents; Basic Skills; Educational Policy; Secondary Education; Program Effectiveness

Identifiers: Numeracy

Abstract: The schools which are represented by the Lower South East Link Course Authority have developed an overall rationale which relates the whole secondary school programme to adult life.

This submission describes the application of this rationale, which is a response to a need in the community. The submission shows the scope and development of these activities. The essential thesis is that the transfer of school skills to life skills is necessary, and that this aim is effectively implemented by the schools and by the link course structure, as represented by the Lower South East Link Course Authority.

TD 328
State Clearinghouse: SA 1·89

Smith B T
A survey of external students. Adelaide: Open College of Further Education, 1980, 21p.

Access: Mfiche

Price: Free

Series: (Distance Education Series No. 11)

Descriptors: Outreach Programs; Extension Education; Motivation; Dropouts; Student Motivation; Student Attrition

Abstract: The study focuses on the problem of motivation and retention in adults studying matriculation level subjects externally. It is a pilot study for a more comprehensive survey of external students which is currently being undertaken by the Research Branch of the South Australian Department of Further Education.

The purpose of the study was to outline and suggest a remedy for the problem of dropout as it applied to external students at the South Australian College of External Studies, now called the Open College of Further Education.

Two majors findings which are features of external studies, namely selfpacing of students and a feeling by students of being more comfortable than in a 'live' class, correlated significantly with retention.

There was strong support given by respondents for some face to face contact. This gives weight to the proposal made in the study for both outreach counselling and group work early in the course. These appear to be the most promising strategies to lower drop out rates in external studies.

TD 329
State Clearinghouse: SA 1·90

Kemp R; Neylon K; Raftery J
Report of the Working Party on Metal Fabrication Post Trade Education and Training. South Australia, Adelaide: Dept of Further Education, 1980, 74p.

Access: Mfiche

Price: Free

Descriptors: Technical Education; Welding; Trade and Industrial Education; Curriculum Research; Industrial Training

Identifiers: Metal Fabrication

Abstract: This report was commissioned by the Mechanical Engineering Programme Committee, a tripartite curriculum advisory committee of the South Australian Department of Further Education.

The report presents the findings of an industrial survey and the resulting recommendations and proposals for restructuring vocational courses and post trade metal fabrication education and training in South Australia. The report also contains a modularized training programme for vocational welding and the appropriate syllabus documents.

TD 330
State Clearinghouse: NSW 1·71

Rumsey D J
Trends in participation in education and the labourforce in New South Wales. New South Wales, Sydney: Ministry of Education, 1979, 63p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Labour Needs; Educational Trends; Postsecondary Education; Labour Force; Statistical Data

Abstract: The purpose of the study was to examine recent trends having a direct bearing on the future role of education and educational institutions, and the implications of these trends. The study is an examination of participation statistics for both education and the labourforce in New South Wales over a period from 1974 to 1977 inclusive, using enrolment data from schools, technical colleges, colleges of advanced education, universities, and data from the Australian Bureau of Statistics (Monthly Population Survey), Department of Employment and Youth Affairs (Monthly Review of Employment Situation) and many other organisations.

It is noted that significant structural changes are occurring which will have long term implications for the provision of school and post school education. It is considered that some of the questions raised require research to provide answers.

TD 331
State Clearinghouse: NSW 1·72

New South Wales Council of Technical and Further Education
Future directions in skills training: proceedings of a seminar held on Thursday 7 August 1980 at College of Catering Studies and Hotel Administration, Ryde. Sydney: 1980, 102p. ISBN 0 7240 3670 9

Access: Mfiche

Price: Free

Descriptors: Vocational Education; Training; Job Skills; Technical Education

Abstract: This seminar was sponsored by the New South Wales Council of Technical and Further Education, to provide an opportunity for an exchange of views on issues raised in the Tertiary Education Commission's Discussion Paper: 'TAFE and training for skills.'

Issues discussed were the relationship between training in educational institutions, and within employment and vocational education for change.

TD 332
State Clearinghouse: NSW 1·73

Watt A V

The development of a universal model to measure performance & efficiency in Australian tertiary education. North Ryde NSW: Macquarie University, 1979, 138 (12)l. Submitted as partial requirement for degree of M.A. Vocational & Technical Education Programme.

Access: Mfiche

Price: Free

Descriptors: Postsecondary Education; Educational Assessment; Evaluation; Educational Objectives; Systems Analysis

Abstract: This project develops a universal model to measure performance and efficiency in Australian tertiary educational systems. The literature is first reviewed, paying attention to modelling, systems analysis, relevant concepts of educational theory and studies measuring performance and efficiency. The purposes of the various sectors of Australian tertiary education are then considered and summarised. Three aspects of particular concern, namely excellence, match to job requirements and access are identified. A systems configuration appropriate to the model is then developed.

Development of the model is sufficiently extensive to take into account such complexities as difference in stream, discipline, scale and the combination of graduates and research outputs. The model is evaluated and directions for further research recommended.

TD 333
State Clearinghouse: NSW 1·74

Brady P T
Mechnical Engineering Certificate course; major review report. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 93p.

Access: Mfiche

Price: Free

Descriptors: Job Analysis; Educational Needs; Engineering Technicians

Abstract: The specific purpose of the study was to reexamine the educational needs of mechanical engineering technicians and to ascertain whether or not the existing Mechanical Engineering Certificate met those needs. The study contains a job analysis and a subjective appraisal of the course, including the full time version. The data was obtained from a bibliographic search, visits to industry (29 organisations), student/graduate questionnaires and teacher discussion groups.

Among the conclusions reached are:

(i) the existing course was more suitable for design oriented personnel than those involved with the production, installation, testing and maintenance of equipment.

(ii) the new course should incorporate instruction in the workings, performance and diagnosis of faults in machinery.

(iii) that basic science material be integrated into engineering subjects in the new course.

(iv) that all students receive basic instruction in all engineering aspects including design but that more advanced instruction be available as electives.

(v) instruction in management/supervision is required by some students. (vi) instruction in computers and their application in engineering be provided.

TD 334
State Clearinghouse: NSW 1·75

Rush M
Studying the implication of Federal policy on TAFE staff development. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 133p. (Completed as partial requirement for the Degree of M.A.)

Access: Mfiche

Price: Free

Descriptors: Educational Policy; Staff Development; Trade and Industrial Teachers; Technical Education

Abstract: This project sets out to determine whether or not it is possible to establish an association between federal policy and educational practice. Due to the magnitude of this task, parameters are set for this study by selecting only one area of education (technical and further education) and only one facet of this area (staff development of teaching staff).

After adopting certain premises and definitions as a starting point, the writer concentrates on analysing federal policy statements, deriving descriptors of these policies, developing a classification scheme based on these descriptors into which data could be classified, and surveying, classifying and analysing results of data on education practice.

It is concluded from this study that, although there are a number of methodological problems associated with delineating and organising federal policy into an appropriate framework for examining the policy practice linkage, such an association can be shown to exist by using the premises and procedures outlined in this study. It is further concluded that, for the case study selected, a strong association exists between ACOTAFE/federal policy and educational practice defined in terms of staff develop-

ment activities for teachers in the New South Wales Department of Technical and Further Education (July 1975 - December 1976).

TD 335
State Clearinghouse: NSW 1·76

Rumsey D J
TAFE: short changed by technological change. Technological change: challenge of the eighties. Sydney: Technical and Further Education Teachers Association of Australia, 1980, 2p. This article appeared in 'The Australian TAFE Teacher: Vol 12, No. 3 August, 1980.'

Access: Mfiche

Price: Free

Descriptors: Technological Advancement; Educational Improvement; Educational Technology; Technical Education

Abstract: One of the most wide ranging and critical issues facing TAFE and TAFE teachers through the 1980's is the effect of technological change. Technological change affects not only TAFE curriculum and course provision but has direct implications for accommodation, equipment, materials and for teachers themselves. Before examining these effects and their implications, this article reviews what is meant by technological change and summarises some of the important technological changes having immediate consequences for TAFE.

TD 336
State Clearinghouse: NSW 1·77

Sweet R
An analysis of trends in the teenage labour market in NSW 1971-1976. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 111p.

Access: Mfiche

Price: Free

Series: (Student Counselling Research Report)

Descriptors: Youth Employment; Employment Patterns; Labour Supply; Technological Advancement; Adolescents; Labour Market

Abstract: Structural factors in the teenage labour market are examined from an analysis of trends in NSW between 1971 and 1976. Decline in white collar and clerical employment is one of the most notable features which emerged from the study. It was found that significant decline also occurred in occupations affected by developments in telephone technology, in technician level employment, and in a range of occupations linked to manufacturing industry. Much of the growth that did occur lay in part time work. Nursing and some skilled trades were virtually the only areas where skilled full time work increased.

The study revealed that declining teenage employment can be linked to a number of factors including economic decline, technological change and change in employment patterns. Teenage employment invariably suffers more from these changes than does adult employment. Fastest rates of decline are found in the most skilled teenage jobs, and a decline in the overall skills level of the teenage workforce has resulted. Teenage girls are losing jobs at a faster rate than teenage boys. An increase in their access to the skilled trades is required to reduce their labour market disadvantage.

TD 337
State Clearinghouse: NSW 1·78

Kerr I A
New growth order in post secondary education. New South Wales, Sydney: Dept of Technical and Further Education, Educational Planning Branch, 1980, 20p. Presented at the 4th National Conference of the Aust. Institute of Tertiary Educational Administrators.

Access: Mfiche

Price: Free

Descriptors: Enrolment Trends; Postsecondary Education; Educational Policy

Abstract: The second half of the 1970's saw a rapid decrease in the established growth of University and CAE enrolments. This has important implications for funding, for possible redefinition of traditional boundaries between the three sectors, for the viability of some smaller CAEs, and for staffing and promotion opportunities in post secondary education.

Several interelated factors have played a role in this major shift in growth. They include: demographic changes; reduced demand for school teachers; a general disappearance of the "sellers' market" for graduates alongside reported shortage of skilled TAFE trained labour; the coordination of TAFE into an effective lobby for the first time; the greater flexibility of TAFE and its ability to respond to the rapid technological and structural employment changes of the '70s; and political decisions on funding which reflect these factors.

Consideration of the most probable behaviour of these variables during the next few years implies continuation of the late 1970's growth pattern. In the absence of

major government policy shifts on the respective roles of the sectors, low or no growth in the University/CAE spheres and continued strong growth in TAFE seems likely.

TD 338
State Clearinghouse: NSW 1·79

Haworth D; Naylor M
Technological change and the impact on secretarial work. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 72p.

Access: Mfiche

Price: Free

Descriptors: Office Occupations Education; Technological Advancement; Secretaries

Abstract: This discussion paper has resulted from requests to investigate and assess the implications of word processing on curriculum development in TAFE. It provides a resume of continuing technical change in the office, covering changes in dictation and typing, reprographics, micrographics records storage, retrieval methods and equipment within the context of the restructuring of the Australian economy.

The importance of small business and the use of computer services is discussed. How computers lead to changes in the way work is done in an organization is illustrated and the importance of management consultancy services being promoted as part of computer sales is emphasized.

It is considered that the impact of word processing will be achieved when information storage and retrieval capacities of word processors are fully utilized and the agencies are fully planned to take account of this.

The separation of secretarial and management education within NSW TAFE into separate teaching schools is seen as an impediment to rational curriculum development. The impact of technological change on employment is examined in two case studies of larger type private business organizations. The potential for "voice in" word processors is highlighted. A set of recommendations suggesting changes in curriculum and educational administration are made.

TD 339
State Clearinghouse: NSW 1·80

Pearson M; Ivanoff V
Evaluation of an experimental programme in the teaching of Technical Communications: the School of Building and Mechanical Engineering - an interim report. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 39p.

Access: Mfiche

Price: Free

Descriptors: Course Evaluation; Mechanical Design Technicians; Communication Skills; Curriculum Evaluation; Trade and Industrial Education; Course Content; Building Trades

Abstract: The report concerns the first part of an evaluation of an experimental programme in teaching Technical Communications in two technical schools. Since the pilot was a development project, the evaluation focused on the implementation of the programme and sought maximum feedback from teachers.

Data was gathered from existing documents about the project and, by means of interviews conducted by the developer of the programme, from the teachers involved and representatives of the technical schools. It was found that problems arising from the way the programme was implemented decisively affected its development and teachers' views of it. The report concludes that the experimental programme was a valuable beginning and recommends further work to produce a programme acceptable to teachers, students and technical schools.

TD 340
State Clearinghouse: NSW 1·81

Rumsey D J
Directions for TAFE research in the 80's. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 5p.

Access: Mfiche

Price: Free

Descriptors: Technological Advancement; Migrants; Social Change; Educational Research; Refugees; Educational Needs; Community Education

Abstract: The changing environment within which TAFE operates and the resulting need for different patterns of research are discussed in this paper. In particular, mention is made of the emerging need for policy research and community based research. Attention is drawn to the need for research into the education needs of migrants and refugees. Mention is also made of the growing need for evaluation studies aimed at the effectiveness of new programmes in meeting student needs. Special mention is made of the need for formative evaluation studies which might enable improved means of responding quickly to problems as they arise.

TD 341
State Clearinghouse: NSW 1·82

Craig A; Gothe B; Svirskis A
Evaluation of link courses and other cooperative education programs in NSW during 1979. New South Wales, Sydney: Ministry of Education, 1980, 86p.
ISBN 0 7240 5849 4

Access: Mfiche

Price: Free

Descriptors: Cooperative Programs; Course Evaluation; Postsecondary Education

Identifiers: Linked Courses

Abstract: The study was commissioned by the Educational Coordination Committee, through its Link Course Subcommittee set up under the auspices of the NSW Ministry of Education. The purpose was to examine the extent, type and success of educational cooperation between schools and postsecondary institutions.

All TAFE colleges and schools in NSW which were thought to be involved in cooperative educational programmes were sent questionnaires. A sample was selected for interviews with teachers and students.

It was found that: only a small minority of students had the opportunity to participate in these programmes; the courses catered mainly for year 10; the course participation was highly sex stereotyped; a fairly broad range of programmes was offered; and students and teachers were pleased with the programmes. There was disagreement about assessment/accreditation and the introductory versus practical skills aspects of the course.

TD 342
State Clearinghouse: NSW 1·83

Pearson M
Evaluation of an experimental programme in the teaching of Technical Communication in the Schools of Building and Mechanical Engineering. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 20p, Appendix.

Access: Mfiche

Price: Free

Descriptors: Course Evaluation; Communication Skills; Curriculum Evaluation; Building Trades; Course Content; Mechanical Design Technicians

Abstract: This is the final report of the evaluation of an experimental programme in teaching Technical Communications. The program was developed in 1978 and 1979 by two teachers seconded to a project on the Curriculum Review of Technical Communications. An interim report has been published previously.

This report looks at the implication of the programme, the materials used and student reaction. The appropriateness of the programme to meet the needs of the teachers, the schools being serviced and the students is also discussed.

It was established that the students who were surveyed had varying needs and expectations, but the majority were not satisfied with the subject as taught. The need was identified for a job oriented rather than a 'technical' subject.

TD 343
State Clearinghouse: NSW 1·84

Taylor N
Student counselling - the counsellors view. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 19p.
ISBN 7240 3599 2

Access: Mfiche

Price: Free

Descriptors: Counselors; Counselor Performance; Counseling Effectiveness; Counseling Services

Abstract: All college based counsellors employed by TAFE were asked to comment on their role and on how competent they were in performing that role. They were also asked to comment on the problems they experienced which resulted from the nature of their work.

The survey revealed that educational counselling was seen as the most important duty, followed by personal, vocational, and then by learning difficulties counselling. Counsellors generally felt they were more competent in areas that were more important, although several discrepancies were noted.

Nearly all counsellors believed in 'counsellor burn out'. Although the nature of the job contributes to this burn out, the working conditions and lack of support seem equally important causes.

Suggestions were made as to how the counselling service could be improved. Most frequently named in this regard were the need for more contact and support between counsellors, and the desirability of a form of case discussion.

TD 344
State Clearinghouse: NSW 1·85

Taylor N
Student counselling - the client's view. New South Wales, Sydney: Dept of Technical and

Further Education,, 1980, 20p.
ISBN 7240 3614 8

Access: Mfiche

Price: Free

Descriptors: Counseling; Vocational Education; Counselor Evaluation; Counseling Effectiveness

Abstract: A sample of past clients from a counselling unit in a large TAFE college received mailed questionnaires asking about their reasons for seeing a counsellor, their experience with the counsellor and their satisfaction with the service.

As the study was based on a small sample, the following results should be approached with some caution.

Most clients were not students at the time of the interview and the majority wanted help in selecting a course or in the means of obtaining specific information. There were also significant groups of clients with learning and study problems, and with personal problems.

Nearly all clients evaluated the service positively. The most frequent impressions of the counsellors were that they were helpful, understanding and gave the information requested. Also, virtually all clients would recommend a TAFE counsellor to a friend if they had a similar problem.

TD 345
State Clearinghouse: NSW 1·86

Neilson R; Evans R; Hatfield G; Little E
Woodworking machinery and woodturning trades courses: report on a survey. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 56p.

Access: Mfiche

Price: Free

Descriptors: Skill Analysis; Job Analysis; Furniture Industry; Educational Needs

Abstract: This survey, together with the NSW TAFE Furniture Industry Survey, forms the basis of a review of the woodworking machinery and woodturning trade courses. The 1979 furniture industry survey, amongst other things, investigated the skill and knowledge requirements, and training needs of woodworking machinists and wood turners in the furniture industry. This present survey extends the investigation into the joinery, milling and specialist turning fields.

TD 346
State Clearinghouse: NSW 1·87

Hoare A W
Report on a skills analysis conducted in the electrical industry in NSW. Sydney: New South Wales, Apprenticeship Directorate, 1979, 48p.

Access: Mfiche

Price: Free

Descriptors: Skill Analysis; Electrical Occupations; Trade and Industrial Education

Abstract: This report documents the findings of a skills analysis conducted within the electrical industry commencing January 1978. The objectives of the analysis, which were designed to fulfil the requirements of development of a training guide were as follows: 1) document all the skills practised by craftsmen in the Electrical Trade irrespective of trade classification. 2) document the different levels of those skills according to standards. 3) identify and document the needs of industry. 4) identify and document the common skills between trade classifications.

TD 347
State Clearinghouse: TAS 1·28

Southall D
Further education needs for deaf students. Tasmania, Hobart: Education Dept, Research Branch, 1981, 60p.

Access: Interlib

Price: Free

Descriptors: Deafness; Educationally Disadvantaged; Vocational Education

Abstract: This short investigation sought to highlight some problems and issues in providing for vocational training for deaf students.

Using literature searches, visits to schools and associations concerned with those whose hearing was impaired, and a review of training in Australia and overseas, several dimensions of the problem were analysed. These included the numbers, specific needs and communication problems of students with impaired hearing, possible training courses, and possible models for delivery of specific support for the deaf.

The study illustrates the kinds of problems faced by people with handicaps seeking a useful place in the workforce.

TD 348
State Clearinghouse: TAS 1·29

Jacobs V
Student attrition at Hobart Technical College. Tasmania, Hobart: Education Dept, Research Branch, 1981, 60p.

Access: Interlib

Price: Free

Descriptors: Student Attrition; Students; Research Design; Investigations; Technical Education; Postsecondary Education

Abstract: A pilot project was undertaken at Hobart Technical College to investigate reasons for student withdrawal in some selected courses. The purposes of the study were: to establish accurate data on attrition rates and to highlight any administrative problems in collecting this information; to investigate reasons for withdrawal and recommend any possible actions to alleviate problems leading to withdrawal. Courses selected for the study were chosen because the attrition rate of students in these particular courses was of concern to staff and administrators.

It was found that withdrawal occurred mostly during first term. Random samples of withdrawal students were interviewed. Most of those interviewed gave a number of factors as reasons for withdrawal.

TD 349
State Clearinghouse: TAS 1·30

Hocking H; Hoult P; Burns K
Establishing a data base for monitoring further eduction developments in Tasmania. Tasmania, Hobart: Education Dept, Research Branch, 1981, 60p.

Access: Interlib

Price: Free

Descriptors: Computers; Community Colleges; Educational Administration; Educational Planning; Postsecondary Education

Abstract: The project is seen as constituting Stage I of a longer term monitoring process. The major objective is to establish a data base that will facilitate subsequent review of community college development.

The study consists of the collection and collation of a range of statistical information on students, courses, teachers, resources and finance; surveys of attitudes of staff, students, administrators and community; general, historical and descriptive background; and a case study type approach to analysis of such an organisational change.

TD 350
State Clearinghouse: TAS 1·31

Stoessiger R
Leaving school in rural Tasmania. Tasmania, Hobart: Education Dept, Research Branch, 1980, 106p.
ISBN 0 7246 1728 0

Access: Mfiche

Price: Free

Series: (Research Study No. 54)

Descriptors: Rural Education; Unemployment; Educational Opportunities

Identifiers: School Leavers; Transition Education

Abstract: The study aimed to find out what happens to school leavers in country areas and how their options and opportunities could be enhanced. Three rural areas were selected for study. All Year 9 and 12 students in these areas completed a questionnaire while attending school, and actual leavers were surveyed six months later. A sample was selected for face to face interviews.

The study revealed that 30% of the leavers were unemployed and 2/3 of the leavers were females. Students most definitely wanted work and many wished to remain in their home areas. A very low retention rate beyond Year 10 was noted for these in Tasmanian country areas.

TD 351
State Clearinghouse: TAS 1·32

Stoessiger R
School leavers in country areas. Tasmania, Hobart: Education Dept, Research Branch, 1980, 94p.
ISBN 0 7246 1736 1
ISBN 0157 9649

Access: Mfiche

Price: Free

Series: (Research Study No. 55)

Descriptors: Rural Education; Unemployment; Educational Opportunities

Identifiers: Transition Education; School Leavers

Abstract: A study was undertaken of school leavers in selected country areas of Queensland, Western Australia and Tasmania. All Year 9 and 12 students in these areas completed a questionnaire while attending school and actual leavers were surveyed six months later. Samples of particular interest were interviewed.

It was found that rural leavers desired work. There was a marked preference for local employment. However, the employment situation was grim, particularly for females. Unemployed females felt much more isolated than males. School leavers who returned to further education seemed to be at risk.

TD 352
State Clearinghouse: TAS 1·33

Madden K
Selection of post grade 10 options. Tasmania,

Hobart: Education Department, Research Branch, 1980, 23p.

Access: Mfiche

Price: Free

Series: (Research Study No. 53)

Descriptors: Educational Opportunities; Career Choice

Identifiers: School Leavers

Abstract: A study was undertaken of the decision making process of Year 10 students in two Tasmanian rural areas . Forty students in the two areas were interviewed to find out their plans for the following year and how they arrived at these plans.

It was found that the students' plans were largely utilitarian and based on vocational aims. The family was seen as an important source of influence, as were successful role models occuring in the extended family background. The Year 10 certificate operated as a factor determining when many leave school.

TD 353
State Clearinghouse: TAS 1·34

Stevens G
Diagnostic Testing and Remedial Intervention: Programme for apprentices and Secretarial Studies students. Hobart: Hobart Technical College Student Services Unit, 1979, 18p.

Access: Mfiche

Price: Free

Descriptors: Diagnostic Tests; Reading Tests; Mathematics; Remedial Programs; Literacy

Identifiers: Compensatory Education Program

Abstract: The Diagnostic Testing and Remedial Intervention Programme for apprentices and Secretarial Studies students was established within the Hobart Technical College in February 1979. The programme was based on, and operated in close cooperation with, the Testing and Remedial Intervention Programme conducted at the Canberra TAFE College. It was designed to identify students who were weak in various aspects of numeracy and literacy.

As a result of the pilot project, English and mathematics testing programmes have now been adopted on a state wide basis. The report covers details of this testing program, the management of the compensatory Education Program and recommendations for future programmes.

TD 354
State Clearinghouse: TAS 1·35

Tasmania. Education Dept. Div of Further Education
Triennial submission 1982 - 1984 to Technical and Further Education Council, Tertiary Education Commission. Hobart: 1980, 85p; appendices.

Access: Mfiche

Price: Free

Descriptors: Educational Facilities; Educational Administration; Statewide Planning

Abstract: The submission is divided into three chapters, namely: review; projection to the end of 1984; and programs. It covers a summary of major recent developments in further education in Tasmania from 1975 - 1979, a survey of statistical trends and planned major initiatives up to 1984. Details of major building programs are included. The submission also covers resource implications for courses for women, courses for the handicapped, country education and external studies.

SUBJECT INDEX

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SAMPLE OF AN AUSINET COMPUTER PRINT-OUT.

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ACI/AEII/ACER INDEX 1978-JUN 1980
     ACI - SEARCH MODE - ENTER QUERY
   1.
 COMPUTER ADJ USAGE ADJ TASK ADJ FORCE
         COMPUTER                              34 DOCUMENTS
         USAGE                                 23 DOCUMENTS
         TASK                                  30 DOCUMENTS
         FORCE                                 18 DOCUMENTS
    RESULT        1
    2.
 ..BROWSE 1 ALL/DOC=1
     1
       ACER-NO   = 3852
       CLHSE     = TAFE
       ISSUE     =
       YEAR      =
TITLE
   COMPUTERS IN FURTHER EDUCATION: POLICY PAPER NO.1.
DATE
   1977
CC AUTHOR
   COMPUTER USAGE TASK FORCE
INSTITUTION
   SOUTH AUSTRALIA. DEPT OF FURTHER EDUCATION
PLACE
   ADELAIDE
PUBN TYPE
   R
ABSTRACT
   THIS PAPER CONSTITUTES THE REPORT OF THE COMPUTER USAGE TASK FORCE
   ESTABLISHED AT THE REQUEST OF THE PUBLIC SERVICE BOARD TO DESCRIBE
   THE DEPARTMENT OF FURTHER EDUCATION'S COMPUTING REQUIREMENTS AND
   PLANS TO THE MID-EIGHTIES (SEE APPENDIX A: MEMORANDUM TO PERMANENT
   HEADS NO. 72). THE TASK FORCE HAS BEEN CONSCIOUS ALSO OF A GENERAL
   NEED FOR AN ASSESSMENT OF PRINCIPLE AND PRACTICE AS A BASIS FOR
   DEFINITION OF DEPARTMENTAL POLICY ON COMPUTER USAGE. WHILE THE
   IMMDIATE GOAL OF THIS INVESTIGATION HAS BEEN TO DEFINE COMPUTING
   REQUIREMENTS WITHIN THE PUBLIC SERVICE ARM OF THIS DEPARTMENT, THE
   EDUCATIONAL IMPLICATIONS OF COMPUTERISATION HAVE ALSO BEEN
   CONSIDERED. THE EXTENT TO WHICH THE EDUCATIONAL AND ADMINISTRATIVE
   USES OF COMPUTERS SHOULD INTEGRATE (IF AT ALL) HAS IN FACT BEEN A
   CENTRAL CONCERN OF THE ENQUIRY.
NOTES
   55P.
AVAILABILITY
   AVAIL: TAFE CLEARINGHOUSE, SA DEPT OF FURTHER EDUCATION 31 FLINDERS
   STREET ADELAIDE SA 5000: ACC NO. YD2 SA 1.11 MFICHE.
PRICE
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   COMPUTER ASSISTED INSTRUCTION
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   EDUCATIONAL POLICY
   NEEDS ASSESSMENT
   TECHNICAL EDUCATION

R0601 * END OF DOCUMENTS IN LIST
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METHODS OF INDEXING AND SEARCHING COMMON EDUCATIONAL ABSTRACT DOCUMENTS

The following table indicates the methods used for indexing and searching certain publications. It is readily apparent that *Initiatives in Technical and Further Education* is compatible with AEI, RIE and CIJE. This means that the task of searching the literature is simplified because consistency has been achieved. For instance, the above sample of an AUSINET computer print-out is consistent with the hard copy version and with ERIC document entry content.

Educational Indexes	Method of Indexing				Method of Searching	
	ERIC Descriptors	"AEI" Subject Identifiers	"TAFE" Subject Identifiers	Broad Subject Category	Manual	On-line
Initiatives in Technical and Further Education	√	√	√	√	√	√
Australian Education Index (AEI)	√	√	√	√	√	√
Resources in Education (RIE)	√	—	—	—	√	√
Current Index to Journals in Education (CIJE)	√	—	—	—	√	√
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SOUTH AUSTRALIAN TAFE CLEARINGHOUSE
Department of Further Education
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296 Payneham Road
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